

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
July 2, 2018

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 18, 2018

NEW BUSINESS

1. Request approval of an ordinance amending Sections 7-8-9 and 11-1-2.F of the Hoffman Estates Municipal Code regarding tree maintenance, grass height, and outdoor storage.

REPORTS (INFORMATION ONLY)

1. Planning Division monthly report.
2. Code Enforcement Division monthly report.
3. Economic Development and Tourism monthly report.

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. *(Remanded from Village Board on March 5, 2018)*

VI. Adjournment

(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office).

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

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

June 18, 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
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Al Wenderski, Director of Engineering
Joe Weesner, Senior Trans. Engineer
Patrick Seger, Director of HRM
Patrick Fortunato, Fire Chief
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Bruce Anderson, CATV Coordinator
Suzanne Ostrovsky, Asst. 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 Arnet, to approve the Special Planning, Building & Zoning Committee meeting minutes of May 7, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Planning, Building & Zoning Committee meeting minutes of May 14, 2018. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Discussion regarding amendments to Municipal Code Chapter 7 (Offenses and Punishment) regarding nuisance trees and weeds, and Chapter 11 (Building Requirements) regarding maximum grass/weed height and outdoor storage.**

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

Peter Gugliotta addressed the Committee and reported that Code Enforcement has reviewed codes from several surrounding communities regarding grass and weed height and found that 8 inches is the height many municipalities use. The Village's is 10 inches currently and reducing it to 8 inches would provide greater consistency with other area towns.

Peter also discussed the Village's Code language regarding outdoor storage and although the Code prohibits storage in the front yard and limits side yard storage, there is no prohibition on outdoor storage in the back yards, but is a common complaint. New language would have to differentiate between typical backyard items such as grills, lawn furniture, etc. with items such as old appliances, wood, etc.

Also discussed was language regarding removal of trees on private property. Currently, the definition only applies to dead or diseased trees, but allows that a tree can be badly damaged but still shows signs of growth cannot require removal. These situations create an eyesore for residents.

Motion by Trustee Mills, seconded by Trustee Pilafas, to amend staff recommendation to include restrictions on use of speakers in the outdoor area to 9 pm on weeknights and 10 pm on weekends and requested staff to review the smoking restrictions for that same area. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Mills, to direct staff to proceed with a draft Ordinance to incorporate changes to Chapter 7 and 11 regarding grass and weed height, outdoor storage and removal of trees. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

- 1. Department of Development Services monthly report for Planning Division.**

The Department of Development Services monthly report for Planning Division was received and filed.

2. Department of Development Services monthly report for Code Enforcement Division.

The Department of Development Services monthly report for Code Enforcement Division was received and filed.

3. Department of Development Services monthly report for Economic Development and Tourism.

The Department of Development Services monthly report for Economic Development and Tourism was received and filed.

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 Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:09 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 approval of an ordinance amending Sections 7-8-9 and 11-1-2.F of the Hoffman Estates Municipal Code regarding tree maintenance, grass height, and outdoor storage

MEETING DATE: July 2, 2018

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Request approval of an ordinance amending Sections 7-8-9 and 11-1-2.F of the Hoffman Estates Municipal Code regarding tree maintenance, grass height, and outdoor storage.

BACKGROUND: On June 18, 2018, the Planning, Building and Zoning Committee directed staff to prepare language to amend the Municipal Code for three items:

1. Lower the maximum grass height from 10" to 8".
2. Add a prohibition regarding outdoor storage in rear yards.
3. Add a requirement for the removal of damaged trees.

The June 18, Committee memo is attached for background information.

DISCUSSION: The attached code language has been drafted to accomplish the above items and it has been reviewed by legal staff and found acceptable.

RECOMMENDATION: Request approval of an ordinance amending Sections 7-8-9 and 11-1-2.F of the Hoffman Estates Municipal Code regarding tree maintenance, grass height, and outdoor storage.

Attachments

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AMENDING SECTION 7-8-9, CERTAIN WEEDS
AND TREES PROHIBITED, AND SECTION 11-1-2,
ADDITIONS, INSERTIONS, DELETIONS AND CHANGES,
OF THE HOFFMAN ESTATES MUNICIPAL CODE**

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 Sub-Section 7-8-9-C, Private Property Trees, of Section 7-8-9, CERTAIN WEEDS AND TREES PROHIBITED of the Hoffman Estates Municipal Code be amended to read as follows:

C. Private Property Trees –

1. Planting. It shall be unlawful to permit the growth of any of the species listed below on utility easements and public rights-of-way:

<u>Scientific Name</u>	<u>Common Name</u>
Acer negundo	Boxelder
Populus spp.	Cottonwood, Poplar
Salix spp.	Willow
Ulmus spp.	Elm

2. Maintenance.

a. Any private tree, shrub or plant which overhangs any rights-of-way in such a manner as to impede or interfere with vehicular traffic or pedestrian travel on said public way or sidewalks which obstructs the view of motorists or obstructs the light from any street lamp shall be trimmed by the owner of such public or private property on which said tree or shrub is planted so that the interference or obstruction is removed. In addition to the foregoing, there shall be prohibited in that portion of any public rights-of-way all plantings other than trees which impede unobstructed vision from a vehicle at or approaching any intersection of public rights-of-way within the corporate limits of the Village of Hoffman Estates.

Any private tree, part of a tree, or limb of a tree which has become dead or decayed or broken and is likely to fall on or across any sidewalk, public rights-of-way or public area shall be removed by the owner of such private property on which such tree stands or grows.

b. Damage. It shall be unlawful for any owner to retain any damaged or topped tree on private property. Topping is defined as the severe cutting back of limbs to stubs larger than three (3) inches in diameter in the tree's crown to such a degree so as to remove the normal canopy and disfigure or damage the tree to the extent that it cannot grow back in its original form. Any tree that has been damaged in such manner either by intentional action or by natural events shall be removed by the property owner. Trimming of a tree on private property must be consistent with good forestry practice and should not threaten the health of the tree.

3. Enforcement. Any such required pruning or trimming described in Section 7-8-9-C-2-a shall be accomplished within seven (7) days after notice is made to the owner of the property requiring said maintenance. Notice shall be made upon said property owner by the Director of Code Enforcement or his/her designated representative and shall be by personal service or certified mail addressed to the owner of such property to whom was sent the tax bill for general taxes for the preceding year. If said pruning or trimming, and proper removal, is not accomplished within the aforementioned seven (7) day period, the Village of Hoffman Estates may prosecute the said owner for such failure or neglect and may, in addition to such prosecution or as an alternative thereto, proceed to have the removal of the said tree, shrub or plant completed and assessed the cost thereof against the said property owner.

4. Removal. The Village shall have the right to cause the removal of any dead, dying, declining or diseased trees, parts of trees, or tree stumps, on private property within the Village, when such trees constitute a hazard to life and property, harbor insects or disease which constitute a potential threat to other trees within the Village, or any trees that have been topped or damaged as described in Section 7-8-9-C-2.

5. Notice shall be made upon said property owner by the Director of Code Enforcement or his designated representative and shall be by personal service or certified mail addressed to the owner of such property to whom was sent the tax bill for general taxes for the preceding year. If said removal is not accomplished and properly removed within a forty-five (45) day period, the Village of Hoffman Estates may prosecute the said owner for such failure or neglect and may, in addition to such prosecution or as an alternative thereto, proceed to have the removal of the said tree, shrub or plant completed and assessed the cost thereof against the said property owner.

Section 2: That Sub-Section 7-8-9-D-1, Weeds, of Section 7-8-9, CERTAIN WEEDS AND TREES PROHIBITED of the Hoffman Estates Municipal Code be amended to read as follows:

D. Weeds -

1. It shall be the duty of all owners of land on which weeds or grasses accumulate over ~~ten (10)~~ eight (8") inches to cut same.

Section 3: That Sub-Section 302.4, Weeds, of Section 11-1-2, ADDITIONS, INSERTIONS, DELETIONS AND CHANGES, be amended to read as follows:

[F] **302.4 Weeds.** The wording "Premises and exterior property shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]" shall be deleted and replaced with "Premises, exterior property, and any public right-of-way immediately adjacent to the property shall be maintained free from weeds or plant growth in excess of ~~ten (10)~~ eight (8") inches.

Section 4: That Sub-Section 302.10, Outside Storage, of Section 11-1-2, ADDITIONS, INSERTIONS, DELETIONS AND CHANGES, be amended to read as follows:

[F] **302.10 Outside Storage.** There is to be no outside storage in the front yard of any residential property. Side yard storage shall be limited to garbage; or recycling receptacles, yard waste bags, and stacked firewood. Rear yard storage shall be limited to outdoor lawn furniture, potted plants, approved barbecue grills, play equipment, and similar items customarily used on residential property, while household appliances, debris, maintenance equipment, broken items, construction materials, vehicle parts and other items shall be prohibited. The Building Official may grant exceptions to this regulation, for limited periods of time. Storage on balconies shall be limited to outdoor lawn furniture, potted plants, and approved barbecue grills provided that the property management permits such items. A maximum of two (2) bicycles shall be permitted on balconies in apartment or condominium buildings provided that the management or association provides no other storage options and the apartment management or condominium homeowners association rules do not prohibit such storage. Bicycles, motorcycles and other motorized cycles shall not be secured to any tree, post, fence or other accessory structure except approved bicycle racks in any apartment, condominium or town home complex.

Section 5: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 6: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2018

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2018

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2018.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding amendments to Municipal Code Chapter 7 (Offenses and Punishment) regarding nuisance trees and weeds, and Chapter 11 (Building Requirements) regarding maximum grass/weed height and outdoor storage

MEETING DATE: June 18, 2018

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta/Kala Kuttenberg

PURPOSE: Discussion regarding amendments to Municipal Code Chapter 7 (Offenses and Punishment) regarding nuisance trees and weeds, and Chapter 11 (Building Requirements) regarding maximum grass/weed height and outdoor storage.

BACKGROUND: During the process of adopting the 2015 International Codes last year, there was discussion about possibly reducing the maximum height of grass/weeds, as well as reviewing other property maintenance requirements of the Municipal Code. The primary Municipal Code sections involve Chapter 11, where the Village adopts the 2015 International Property Maintenance Code (IPMC), and Chapter 7 (Offenses and Punishment), which includes many different regulations.

DISCUSSION: *Grass/Weed Height*
Code Enforcement Division staff has reviewed codes from several surrounding communities and found that a majority use a maximum of 8 inches for grass and weed growth. Currently, Hoffman Estates Municipal Code Section 11-1-2.F.7, has established a maximum height limit of 10 inches. Following is a summary of surrounding communities:

Community	Maximum Grass/Weed Height
Streamwood	6"
Schaumburg	8"
Elgin	8"
Hanover Park	8"
Bartlett	8"
South Barrington	8"
Inverness	8"
Hoffman Estates	10"
Palatine	12"
Arlington Heights	12"

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COPY**DISCUSSION:** (Continued)

Amending Village code to 8 inches would bring greater consistency with other area towns. It would also allow Code Enforcement Division staff to issue violation notices earlier to a property owner who is not keeping up with maintenance. It should be noted that during the prime few weeks in spring when grass grows fastest, the two inch change in the code limit will probably not increase the caseload significantly because two inches of growth can occur in a just a couple days.

A typical property owner will maintain their grass at a height of 3-4 inches and it would be rare to exceed 6 inches. The standard rule of thumb is to cut no more than 1/3 of the grass blade at each mowing to avoid damaging the grass. Setting the code maximum at 8 inches should not impact responsible property owners.

Outdoor Storage

As part of this review, Code Enforcement Division staff identified an improvement that could be made with the code language regarding outdoor storage. The current code language prohibits outdoor storage in the front yard and limits side yard storage to garbage/recycling receptacles, yard waste bags, and firewood. There is no prohibition regarding outdoor storage in rear yards, yet this is a common complaint. With no specific language in the code, staff has to rely upon the ability to classify a rear yard storage issue with a sanitation problem, rodent harborage, or some other related code regulation. A more direct and clear prohibition against outdoor storage in the rear yard would make enforcement work more efficient. New language will have to differentiate “storage” from typical items such as grills, lawn furniture, play equipment, etc.

Dead and Damaged Trees

An issue that periodically comes up with the current code language is that the removal of a tree on private property is limited to trees that are dead or diseased. This strict definition allows that a tree can be badly damaged (by a storm or by unorthodox cutting), but if it still shows signs of growth, Code Enforcement Division cannot technically require removal. Damaged trees that pose a danger to public or private property can be required to be removed, but if there is no hazard present, the code does not require removal. In several instances, property owners have been able to prolong the removal of a tree that has been severely damaged, but is not fully dead. These situations create an eyesore in a neighborhood and the tree in question will never regain their standard form. Below are a couple random photos found online that visually show growth/life in a tree that may otherwise be considered “dead”.



RECOMMENDATION:

Information is presented for discussion. It is requested that the Committee provide direction to staff on drafting Municipal Code amendments regarding:

- ◆ Changing the code maximum grass/weed height from 10” to 8”.
- ◆ Adding a prohibition in the code on outdoor storage in rear yards.
- ◆ Adding a requirement in the code for the removal of damaged trees.

COPY



**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**

P6

July 2, 2018

PLANNING AND ZONING COMMISSION MEETINGS

June 20, 2018 Meeting

- 595 Geronimo St – Variation for detached garage (**Approved**)
- 1007 W Golf Rd – Special use for foot spa business (**Approved**)
- Schaumburg Township, 1 Illinois Blvd. – Special Use for Electronic Community Message Sign (**Continued**)

June 27, 2018 Meeting (rescheduled from July 4th)

- Schaumburg Township, 1 Illinois Blvd. – Special Use for Electronic Community Message Sign (**Approved**)

July 4, 2018 Upcoming Meeting

- Meeting rescheduled to June 27th due to Holiday

July 18, 2018 Upcoming Meeting

- Winston Knolls School, 2353 Hassell Rd – Special Use for School
- 1180-1190 Apple St – Rezoning from R-2 to B-2, Plat of Consolidation and concept site plan for new multi-tenant commercial building

CURRENT ACTIVE PROJECT REVIEWS

- Hoffman Plaza, NE Corner Roselle & Higgins - Site plan amendment for new outbuilding
- 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
- Bystronic, H90, NW corner Eagle Way and Central Road – Site plan and Plat of Subdivision for new office/industrial building
- City Works, former AT&T Campus – Rezoning from)-4 to C-MU and Variations mixed use development
- Aldi, 375 W Higgins Rd. – Site plan amendment for building expansion and site changes
- Mariano's, 2575 W Golf Rd – Site plan amendment for vehicle charging stations
- Barrington Square Town Center/Poplar Creek Bowl – Site plan for façade changes, indoor expansion of banquet use and new outdoor seating area
- Buona Beef/retail building, Barrington Square Town Center – Site Plan and Plat of Resubdivision for 2 new buildings in place of current Buona building
- Schaumburg Township, 1 Illinois Blvd. – Site Plan amendment for parking lot expansion
- 1175 N. Roselle Rd., Denny's – Site Plan amendment for building façade changes
- McDonalds, 2580 W Golf Road – Site plan amendment for façade changes

POTENTIAL UPCOMING PROJECTS

- Grand Sports, 2350 Hassell Rd. – Special Use & Site Plan Amendment for remodeling, increased occupancy, etc.
- 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
- 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
- Life Changers Church/Valeo Academy – Site plan amendment for new playground
- Moretti's - Master Sign Plan
- Adesa Phase II Expansion (Beverly Road & PSP)
- 830 N. Roselle (former Beef Shack) – Site Plan Amendment for new restaurant tenant
- Greenspoint Office Park, 2730 Higgins Rd – Site Plan Amendment for outdoor seating and recreational upgrades
- Siemens, 2501 N Barrington Rd – Variation for an additional ground sign

POTENTIAL UPCOMING PROJECTS (continued)

- Orangetheory Fitness, 2626 N Sutton Rd – Special use for new owner
- Resident, 1395 Devonshire Lane – Variation for fence setback
- Los Fernandez Restaurant, 2557 W Golf Rd – Site Plan Amendment for outdoor seating

GENERAL ACTIVITIES

- The Planning Division processed 2 FOIAs and 0 Zoning Verification Letter in June
- Applications are currently being reviewed for the vacant Associate Planner position.

Site Plan Review Process	June		2nd Quarter		Year to Date	
Number of administrative site plan cases completed	0	100% completed	3	75% completed	5	83% completed
Number of PZC site plan cases completed	0	administratively	1	administratively	1	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	0	100% completed within 105 days	4	100% completed within 105 days	6	100% completed within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	June	1st Quarter	Year to Date	Year Target
Number of staff coordination meetings held	4	13	22	48

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- The Joint CAC Project moved closer to realization, as staff helped to coordinate two pre-submittal walkthroughs at the CAC facility on June 7th. The HVAC pre-submittal walkthrough for HVAC replacement suffered from low attendance and will therefore be rebid. The walkthrough for the exterior portion of the project was well-attended, and four contractor bids were received on June 20th. This is the largest portion of the project, and will include replacement of the facility’s siding, windows, main roof, gutters, soffits, and fascia.
- Staff coordinated with representatives from the CAC and the CDBG funding entities of Cook County, Arlington Heights, Schaumburg, Mount Prospect and Palatine, to qualify the exterior bids received.
- Staff hosted a meeting with representatives from North West Housing Partnership (NWHP), the Village’s Subrecipient responsible for administering the single family rehab (SFR) program, to discuss the upcoming Program Year improved service delivery.
- Street reconstruction of Abbey Wood Drive remained underway, with a contribution of approximately \$130,000 drawn from CDBG funds.
- Preparation of the Village’s CDBG Annual Action Plan (AAP) is continued. The Village’s AAP public hearing is planned for July.

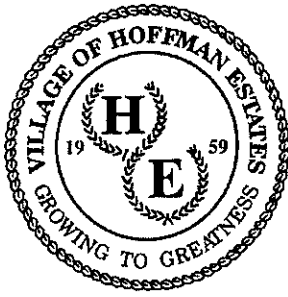
The information below is for the 2017 CDBG Program Year (October 1, 2017 through September 30, 2018):

CDBG Expenditures and Reporting Ratio	June	3rd Quarter*	Year to Date	Current Reporting Ratio
	\$0	\$23,404.00	\$265,468.29	1.24

“Current Reporting Ratio” equals ratio of unspent funds to total allocated funds in program year. Permitted to hold up to 1.5 of yearly allocation.

Housing Program Goals	May	3rd Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	1	4	3
Housing & related issues education pieces released	0	2	3	5

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

July 2018

GENERAL ACTIVITIES

- On June 7, 2018, David Banaszynski attended the State Board of Health meeting.
- On June 12, 2018, Anthony Knuth attended the NWBOCA meeting on Electrical Devices & Product Information During Inspections in Schaumburg.
- On June 15, 2018, David Banaszynski was involved in a recall for sliced melons at Walgreens.
- On June 16, 2018, David Banaszynski performed a sign sweep of the Village.
- On June 19, 2018, John Shogren attended a C.E. class on Improving Customer Relationships in Chicago.
- On June 21, 2018, Tim Meyer attended the SBOC meeting on Tenting Best Practices in Lombard.
- On June 23-29, 2018, David Banaszynski attended the NEHA annual education conference in Anaheim, California.
- On June 26, 2018, John Shogren attended the Illinois Plumbing Inspectors Association monthly meeting in Aurora.
- Code Enforcement processed a total of 37 Freedom of Information Act requests related to building and code issues during the month of June.
- A total of 77 new single family homes are in various stages of construction.

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

- Continued working with Quantum Sign Corporation to develop a gateway sign design for the 59-90 Entertainment District. Refined the sign design and the advertising policy while working to finalize easement agreements with property owners.
- Ongoing calls, emails and meetings with land owners, brokers and property owners about potential development or issues in Hoffman Estates.
- Completed liaison duties to the Arts Commission by updating the website, attended meetings and sent emails to their mailing list about upcoming events. The Summer Concerts have been a hit so far. Come out to the last four on July 12th, 19th, 26th and August 2nd.
- Updated the Village's available properties online database on a bi-weekly basis.
- Staff continued to attend meetings regarding Next Level Northwest. The Board and design team are working on fundraising and finding candidates for the first round of pitch nights which will begin this fall. Hoffman Estates' pitch night will be scheduled for the week of November 12th. Please continue to promote the program to any potential applicants – www.nextlevelnorthwest.org.
- Staff attended the 2018 Illinois Economic Development Association conference in Alsip, IL to network, engage other economic development professionals and learn about new topics and trends. Discussion included retail, workforce development, economic development on a regional level, emerging technologies in economic development and data, and spotlights of various projects around the state. Mr. Kramer is also helping to start a Young Professionals (YP) Committee for the organization and was involved in planning several events for the conference.
- Mr. Kramer will be moderating a webinar on July 17th hosted by the International Council for Economic Development for YPs with other YPs on the topic of "What You Don't Know" so Staff has prepared for that with calls and presentations.
- Developed a presentation for the students in the summer Senior Survey classes at Hoffman Estates High School to be given by the Village Manager about The Metroburbs.
- Staff attended and exhibited the inaugural SelectChicago conference. This SelectUSA-spinoff focuses on Foreign Direct Investment in Chicago so the conference focused the regional assets for development, why this is a good market for international investors and testimonials from foreign investors. The conference needs some tweaks for us to attend again next year but it was worthwhile.
- Finalized the draft economic development, tourism and arts commission budget and budget narratives.

Attended:

Economic Development staff attended the:

- Monthly membership committee meeting of the Chamber of Commerce
- Monthly board and design team meetings of Next Level Northwest
- Monthly Manufacturing Alliance of Communities conference call
- Quarterly ICSC Illinois State Committee meeting
- Chamber New Member Breakfast
- Multi-Chamber Economic Breakfast Summit
- Conference call for planning an ICSC P3 event in downstate Illinois
- Conference call to plan the IEDC YP webinar

Office/Industrial

- Staff continued to make contact with targeted companies for a formal business visit in 2018. Two visits have taken place with another one scheduled so far in 2018.
- Staff continued to work with Somerset Development to work on their rezoning application for the Lakewood Campus so they can purchase the property after rezoning and redevelop as a mixed-use Metroburb with multiple office spaces.

Retail - ICSC

- Mr. Kramer began planning several P3 events – panel discussion at Chicago Deal Making and a day conference in March.
- Began planning for the Chicago and New York Deal Making shows in the fall. Staff will attend these shows again and exhibit as well.

Tourism

NORTHWEST 4TH FEST - SEARS CENTRE ARENA - July 6-8, 2018

- Hosted the mandatory food vendor meeting in cooperation with the Police Department, Public Works, and Finance, to ensure all vendors have parking passes and detailed information on set up times/dates for each, booth location, and allowable food drop-off procedures. Finance collected all final payments and advised on any outstanding insurance documents. Public Works provided aerial view site layouts.

This year's food vendor outreach yielded interest from larger vendors requiring as much as 50x30 set up areas that were unfortunately too large to accommodate. The food vendor tent was at capacity, leaving no room for the large standalone vendors who cook on-site with huge smokers and roasters. Interesting opportunity to consider for next year's event.

CELTIC FEST - SEARS CENTRE ARENA - OCTOBER 6, 2018

- Celtic Commission envisions Arena floor full of inflatable games, obstacle courses, and bouncy houses themed appropriately to the Celtic Fest - a version of Highland Games. Working with a vendor to determine which would best fit the theme and provide entertainment for all ages. Ongoing solicitation of vendors, activity providers, and contacts within the live action role-playing (LARP) community to increase our draw.

Tourism (Cont.)

9TH ANNUAL AMITA FIT FOR AMERICA - LAKEWOOD CORPORATE CAMPUS - July 21-22, 2018

- Permission was received to host this annual event at the Lakewood Corporate Campus (previously AT&T). Thanks to Village Manager and Economic Development Director who secured permissions, we jumped on the international outreach, national publications, and blasted social media to get the registration numbers up to where they are traditionally by this time despite the delay in opening registrations. Provided photos and text for the Citizen article. Saturday (7/21) we will again host the Kids dash - 5K, 10K and Marathon; Saturday evening (7/21) the nighttime GLO RUN returns; Sunday, (7/22) the Inline skating events and marathon will draw international teams to compete on our scenic and challenging courses. These events create new tourism demands generating hotel stays during the weekend drawing international participants and teams from 40 states and 12 countries last year. Each year, thanks to AMITA sponsorship, all kids' events are FREE. This year the event again provided free registration to Hoffman Estates associates as part of the "Get Fit" initiative with Health and Human Services.

MEETINGS/ACTIVITIES

- Attended Celtic Fest Commission meeting.
- Attended Senior Commission meeting.
- Attended Northwest 4th Fest Commission meeting.
- Toured new Hyatt Place Director of Sales and provided contacts.
- Toured new Sears Centre Arena Director of Sponsorships and provided contacts.
- Met with MEET Chicago NW CVB regarding wrestling tournament opportunities for SCA.
- Provided corporate contacts to our Police Department for Torch Run for Special Olympics (Truck convoy).
- Contacted the Park District about having their Hoffman Stars Dance Team perform at a senior citizen luncheon.
- Solicited prices for boxed lunches for August Senior Commission luncheon from Jersey Mike's and Firehouse.
- Connected Higgins Educational Center with Sears Holding Corporation for jobs placements.
- Arranged courtesy comfort rooms at Chicago Marriott NW during Northwest 4th Fest.
- Met with Waterton Hospitality Management Division to introduce them to Country Inn and Suites ownership.
- Toured Country Inn and Suites with ownership, current GM and Waterton Senior Vice President.

MEETINGS/ACTIVITIES (Continued)

- Provided contacts to Main Event for Police, Fire, Park District, and area businesses for their planned kids expo.
- Reviewed Smith Kline Travel Report (SKTR) to determine overall average daily rates, market share captured, and revenue per available room from selected Village hotels.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention