

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
September 17, 2018

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 6, 2018
August 20, 2018 (*Special Meeting*)

NEW BUSINESS

1. Request by W-T Properties Schaumburg I, LLC for a courtesy review for redevelopment of the former Hoffman Lanes property at 80 West Higgins Road with retail buildings.
2. Request by Poplar Creek Bowl for a site plan amendment to modify a condition of approval to allow use of outdoor seating by any patron of the bowling alley and banquet business at 2354 West Higgins Road.
3. Request by McShane Hoffman Estates LLC and McShane Hoffman MS LLC for approval of a Forbearance Agreement regarding a bike path required to be installed along the Huntington 90 property on the north side of Central Road, west of Center Drive.
4. Request by MI Homes of Chicago LLC and CASE Properties LLC to extend the required completion dates related to the renovation of the Bergman Farmhouse located at the north side of Algonquin Road, west of Ela Road.
5. Request approval of a resolution establishing fees for planning, zoning, and other related fees of the Village of Hoffman Estates.

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.

Village of Hoffman Estates

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

**DRAFT
August 6, 2018**

I. Roll Call

Members in Attendance: Gary Stanton, Chairperson
Karen Arnet, Vice Chairperson
Karen Mills, Trustee
Anna Newell, Trustee
Michael Gaeta, Trustee
William D. McLeod, Village President

Member Absent: Trustee Gary Pilafas

**Management Team Members
in Attendance:** Jim Norris, Village Manager
Mark Koplin, Asst. Vlg.Mgr-Dev. Services
Kevin Kramer, Director of Econ. Dev.
Mike Hankey, Dir. Of Transportation
Patrick Seger, Director of HRM
Pat Fortunato, Fire Chief
Ted Bos, Police Chief
Kelly Kerr, Asst. Director of Public Works
Monica Saavedra, Director of HHS
Rachel Musiala, Finance Director
Fred Besenhoffer, Director of IS
Suzanne Ostrovsky, Asst. to the Village Mgr.
Patti Cross, Asst. Corporation Counsel

The Planning, Building & Zoning Committee meeting was called to order at 7:47 p.m.

II. Approval of Minutes

Motion by Trustee Arnet, seconded by Trustee Gaeta, to approve the Planning, Building & Zoning Committee meeting minutes of July 2, 2018. Voice vote taken. All ayes. Motion carried.

OLD BUSINESS

- 1. Request approval of an ordinance amending Section 7-8-9 of the Hoffman Estates Municipal Code regarding tree maintenance. (Deferred from July 2, 2018).**

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve an ordinance amending Section 7-8-9 of the Hoffman Estates Municipal Code regarding tree maintenance. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. **Request approval to issue a Request for Proposals to solicit submittals from qualified consulting firms for an area plan for the western portion of the Village.**

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

Motion by Trustee Arnet, seconded by Trustee Gaeta, to approve an RFP to solicit submittals from qualified consulting firms for an area plan for the western portion of the Village. Voice vote taken. All ayes. Motion carried.

2. **Request approval to make improvements to the retention pond between the Stonegate Conference and Banquet Centre and the restaurant mall, including:**
 - a) **authorization to award contract for Phase 2 engineering (final plans, specs, and bid documents) and Phase 3 engineering (management during construction to WT Group, Hoffman Estates, IL, in an amount not to exceed \$18,250;**
 - b) **request bids to perform such work; and**
 - c) **use funds from the Barrington/Higgins TIF for this work.**

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

Jim Norris addressed the Committee and reported that the Stonegate and restaurant mall owns the pond, the Village can use TIF funds to complete the work.

Motion by Trustee Mills, seconded by Trustee Newell, to make improvements to the retention pond between the Stonegate Conference and Banquet Centre and the restaurant mall, including authorization to award contract for Phase 2 engineering (final plans, specs and bid documents) and Phase 3 engineering (management during construction to WT Group, Hoffman Estates, IL, in an amount not to exceed \$18,250; requesting bids to perform such work; and use funds from the Barrington/Higgins TIF for this work. Voice vote taken. All ayes (Nay: Gaeta). Motion carried.

3. Request approval of an amendment to the Redevelopment Agreement with SVAP Hoffman Plaza, L.P., SVAP Hoffman Plaza II, L.P., and SVAP Hoffman Plaza, L.P. for the redevelopment of the southern portion of the Hoffman Plaza Shopping Center.

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

Jim Norris addressed the Committee and explained that Sterling requests an extension to coincide with their development timeline. One of the delays in the projects has been obtaining outside agency approvals such as IDOT and Cook County DOT.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve an amendment to the Redevelopment Agreement with SVAP Hoffman Plaza, L.P., SVAN Hoffman Plaza II, L.P., and SVAP Hoffman Plaza, L.P. for the redevelopment of the southern portion of the Hoffman Plaza Shopping Center. Voice vote taken. All ayes (Nay: Mayor McLeod). Motion carried.

Motion by Trustee Mills, seconded by Trustee Newell, to approve a six-month extension only. Voice vote taken. All ayes. Motion carried.

4. Request approval of the Community Development Block Grant (CDBG) Annual Action Plan for Program Year 13 (2018-2019).

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Community Development Block Grant (CDBG) Annual Action Plan for Program Year 13 (2018-2019). Voice vote taken. All ayes. Motion carried.

5. Request authorization to award a contract to analyze and update the stormwater plan for Prairie Stone, including the capacity of the central wetlands, to V3 Companies, Woodridge, IL, in an amount not to exceed \$107,200.

An item summary sheet from Mark Koplin, Al Wenderski and Peter Gugliotta was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to award a contract to analyze and update the stormwater plan for Prairie Stone, including the capacity of the central wetlands, to V3 Companies, Woodridge, IL, in an amount not to exceed \$107,200. 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.

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 the Village Board on March 5, 2018.)

VI. Adjournment

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 8:08 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

Village of Hoffman Estates

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

August 20, 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
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Al Wenderski, Director of Engineering
Ted Bos, Police Chief
Patrick Fortunato, Fire Chief
Patrick Seger, Director of HRM
Rachel Musiala, Director of Finance
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Bev Romanoff, Village Clerk
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to the Village Mgr.
Bruce Anderson, CATV Coordinator
Ben Gibbs, Sears Centre
Matt Galloway, Gen. Govt. Intern**

The Special Planning, Building & Zoning Committee meeting was called to order at 8:15 p.m.

NEW BUSINESS

- 1. Request by McShane Hoffman Estates, LLC for approval to mass grade a lot in the Huntington 90 Business Park for a future building (Bystronic).**

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

Peter Gugliotta addressed the Committee and reported that Bystronic currently has plans under review with the Village to subdivide and build on the existing western parcel of land in the Huntington 90 Business Park. They would like to begin mass grading to help with poor soils and that soil issues can be rectified by allowing the wet soils to be excavated and dry out while the weather is still favorable.

Brian Quigley, representing Bystronic, addressed the Committee and indicated that they would like to begin mass grading as soon as possible.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve request by McShane Hoffman Estates, LLC for mass grading a lot in the Huntington 90 Business Park for a future building for Bystronic. Voice vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 8:20 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 W-T Properties Schaumburg I, LLC for a courtesy review for redevelopment of the former Hoffman Lanes property at 80 West Higgins Road with retail buildings

MEETING DATE: September 17, 2018

COMMITTEE: Planning, Building & Zoning

FROM: ^{MK} Mo Khan/Peter Gugliotta *PB*

PURPOSE: Request by W-T Properties Schaumburg I, LLC for a courtesy review for the redevelopment of the former Hoffman Lanes site for the construction of a retail/restaurant shopping strip center and a standalone building for a food user with a drive-thru.

BACKGROUND: The subject property is located on the north side of Higgins Road, west of Roselle Road. The subject property is approximately 2.7 acres and is improved with an approximately 32,000 square foot building built in the early 1960s. The property is zoned B-2 (Community Business District), as are all the adjacent properties, and is located within the Roselle Road TIF and Business Improvement Districts.

A development that would have re-purposed the existing building and converted into a shopping market was proposed in 2017, however, that project did not move forward. Staff has received multiple other concept plans and inquiries but those remained at the concept level.

DISCUSSION: W-T Properties Schaumburg I, LLC is the contract purchaser of the property and are proposing to demolish the rear portion of the existing building and remodel it into a retail-restaurant shopping strip center. The remodeled building would also have an outdoor seating area for the restaurant use. They are also proposing to build a second standalone building for a food user with a drive-thru window.

The remodeled retail-restaurant shopping strip center will be approximately 11,272 square feet and provide 125 total parking spaces, including accessible stalls. The standalone restaurant building will be approximately 2,580 square feet and provide 28 total parking spaces, including accessible stalls.

For the project to proceed, site plan approval will be required. At this time, W-T Properties Schaumburg I, LLC has not indicated that they have intentions to subdivide the property.

DISCUSSION: (Cont'd)

As part of the formal review process, Village staff will work with the developer to meet code requirements, as well as on the design of the building. The developer has shared that they would like to incorporate design aspects of the existing Hoffman Lanes building, whether that be architectural features, color schemes, etc., into the remodeled building.

RECOMMENDATION:

Material presented is for courtesy review only.

Attachments

cc: Troy Triphahn, WT Group
Chris Starke, WT Group

VILLAGE OF HOFFMAN ESTATES
1900 Hassell Road
Hoffman Estates, Illinois 60169

REQUEST FOR COURTESY REVIEW
PLANNING, BUILDING AND ZONING COMMITTEE OF THE VILLAGE BOARD

A petitioner may appear before the Planning, Building and Zoning Committee of the Village Board to make a brief "Courtesy" presentation of a proposed project. Expert witnesses, exhibits, etc. are not required, as the appearance is only intended to provide a general overview of the proposed project. The presentation should occur prior to initial Planning and Zoning Commission review of the proposal.

A Courtesy Review allows the applicant to acquaint the Board Committee with the proposal. The Committee may ask questions or make comments on the presentation, however, the presentation does not constitute an official review by the Village Board and any direction to proceed to a hearing review should not be construed as any indication of future project approval. Formal Village Board action will occur only after the appropriate Planning and Zoning Commission public review has occurred.

Twenty (20) copies of a site plan (preferably 8½" x 11"), a brief description of the project, and the *Statement of Understanding* (below) should be submitted to the Director of Planning approximately two weeks prior to the meeting. Meetings are typically held on the second Monday of the month, beginning at 7:00 p.m. A Village staff member will work with you regarding the submission of material and the meeting presentation, as well as establishing a meeting date. Should you have any questions regarding this process, please call the Planning Division at 847-781-2660.

Statement of Understanding

I understand my appearance before the Planning, Building and Zoning Committee shall not constitute any Village Board endorsement, support, or implied approval of the subject property. I also understand that final project approval or denial shall only occur through official Village Board action.

Christopher M. Starke
Signature

Digitally signed by Christopher M. Starke
DN: cn=Christopher M. Starke, o=The W-T Group, LLC,
ou, email=chris.starke@wtengineering.com, c=US
Date: 2018.09.07 09:29:46 -0500

Christopher M. Starke
Name (PLEASE PRINT)

Company/Developer: W-T Properties Schaumburg I, LLC

Address: 2675 PRATUM AVENUE

City, State, Zip Code: Hoffman Estates, Illinois 60192

Telephone Number: 224-293-6402

Email Address: chris.starke@wtengineering.com

Name of Project: Hoffman Bowlero; 80 W Higgins

Date: 9.7.18



HOFFMAN BOWL-BOWLERO

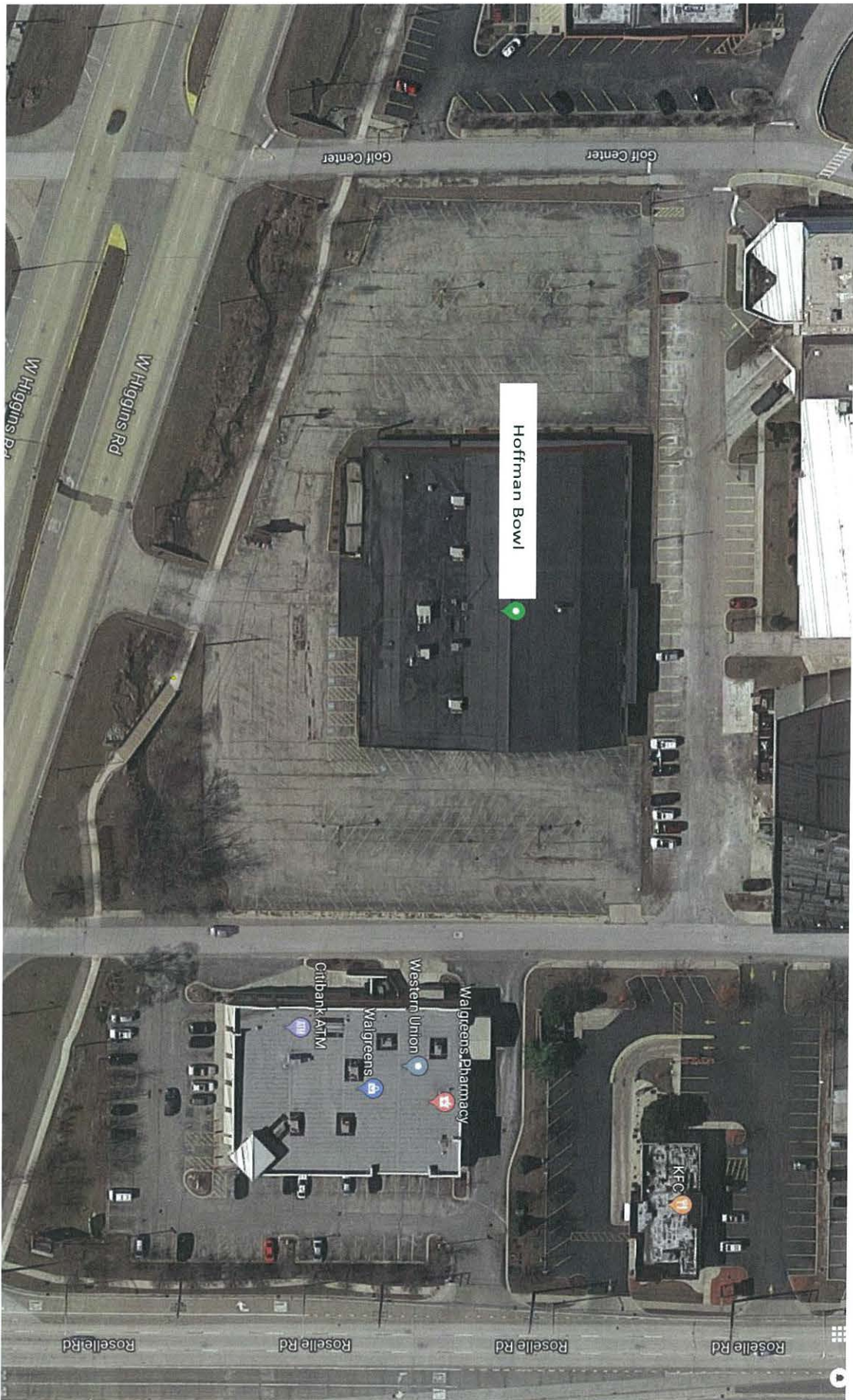
80 WEST HIGGINS ROAD
HOFFMAN ESTATES, ILLINOIS

TO	DATE	ISSUE

RETAIL BUILDING & QSR OUTLOT
80 W. HIGGINS ROAD
HOFFMAN ESTATES, IL 60169
W-T PROPERTIES SCHAUMBURG I, LLC



WT GROUP
Engineering • Design • Consulting
2025 Hickory Avenue, Hoffman Estates, IL 60169
T 708.300.8800 F 708.300.8800
www.wtgroup.com
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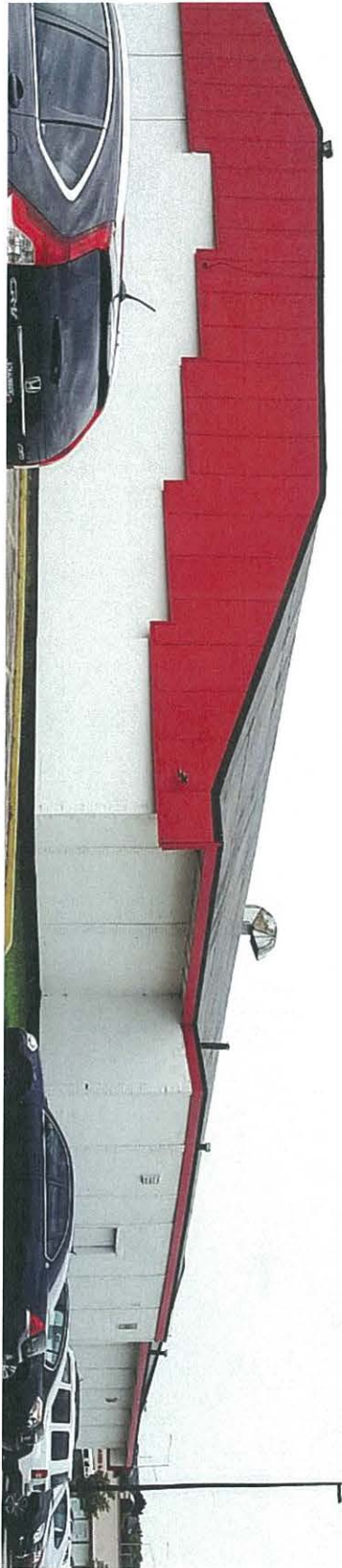
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DATE	ISSUE

RETAIL BUILDING & QSR OUTLOT
 80 W. HIGGINS ROAD
 HOFFMAN ESTATES, IL 60169
 W-T PROPERTIES SCHAUMBURG I, LLC



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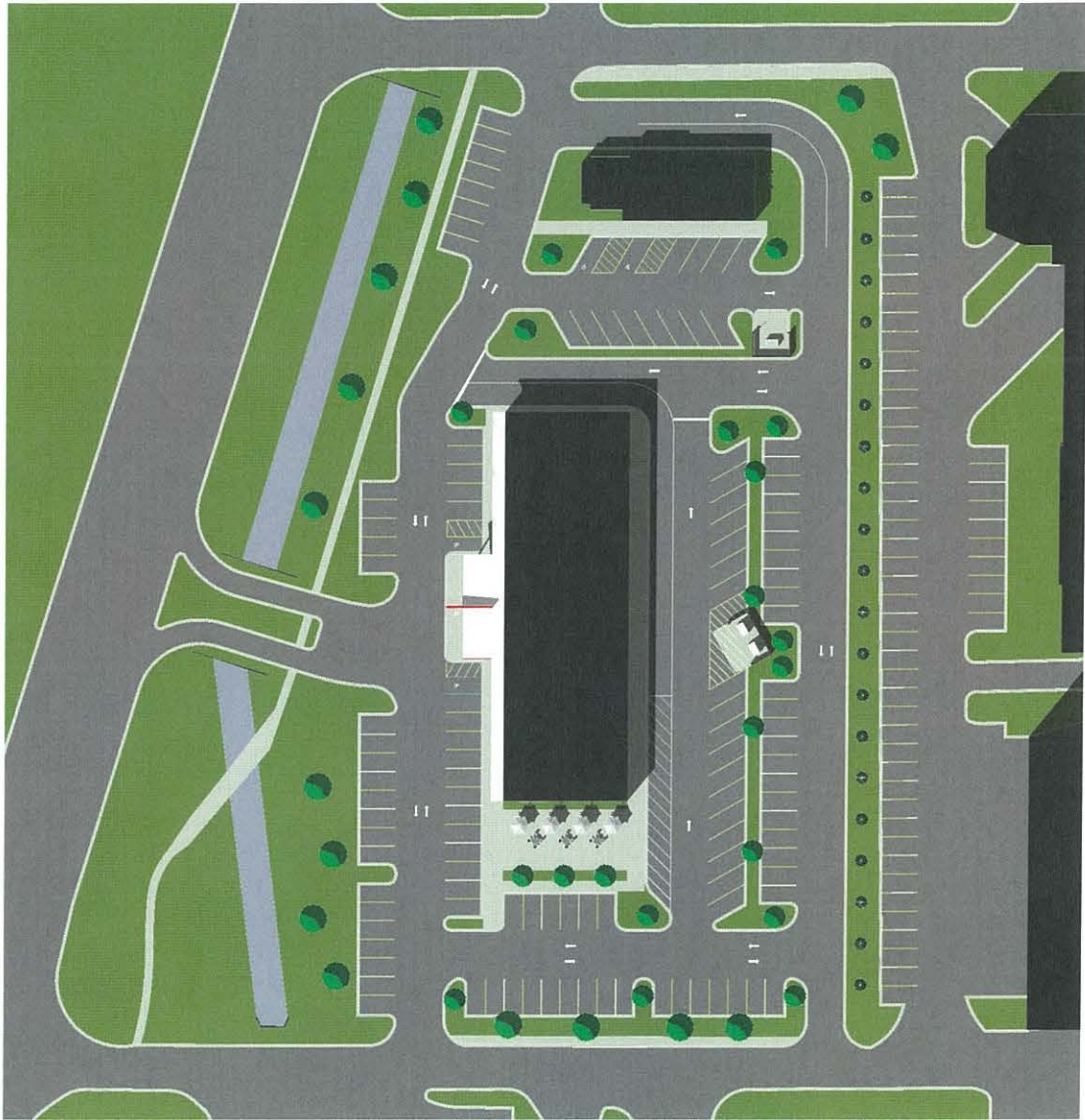
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	DATE	ISSUE

RETAIL BUILDING & QSR OUTLOT
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 HOFFMAN ESTATES, IL 60169
 W-T PROPERTIES SCHAUMBURG I, LLC



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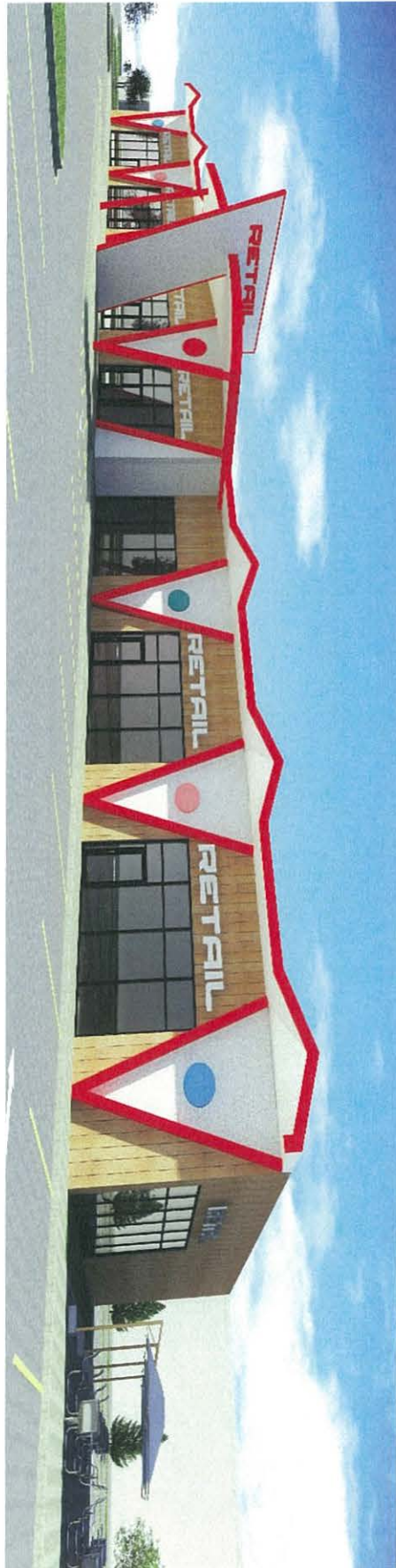
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DATE	ISSUE

RETAIL BUILDING & QSR OUTLOT
 80 W. HIGGINS ROAD
 HOFFMAN ESTATES, IL 60169
 W-T PROPERTIES SCHAUMBURG I, LLC



WT GROUP
 Engineering \ Architecture \ Planning
 3055 Markham Avenue, Suite 100, Schaumburg, IL 60195
 T 312.300.8800 | F 312.300.8804
 info@wtgroup.com
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NO.	DATE	ISSUE

RETAIL BUILDING & QSR OUTLOT
 80 W. HIGGINS ROAD
 HOFFMAN ESTATES, IL 60169
 W-T PROPERTIES SCHAUMBURG, LLC



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**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by Poplar Creek Bowl for a site plan amendment to modify a condition of approval to allow use of outdoor seating by any patron of the bowling alley and banquet business at 2354 West Higgins Road

MEETING DATE: September 17, 2018

COMMITTEE: Planning, Building & Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Request by Poplar Creek Bowl for a site plan amendment to modify a condition of approval to allow use of outdoor seating by any patron of the bowling alley and banquet business at 2354 West Higgins Road.

BACKGROUND: On August 20, 2018, the Village Board approved a site plan amendment that allowed the addition of an outdoor seating area at the Poplar Creek Bowl business at 2354 West Higgins Road. The new seating area is being added concurrent with an expanded banquet facility within the business.

Originally the application indicated the seating area was specifically to be used in conjunction with banquets. However, during the public meetings, the business owner stated his intention to allow any visitor to the business to use the outdoor seating, including those at a banquet, bowling, visiting the restaurant/bar, or any other patron of the business.

The Village Board approval included a condition that implies the outdoor seating area would be limited only to banquet patrons. When the petitioner was informed of the limitation on the seating area, he requested the condition be revisited and modified to make it clear the seating area could be used by all patrons at his facility, not just the banquet area.

DISCUSSION: The site plan approval included a condition that implied the use of the outdoor seating would be limited to the banquet operations. Following is a proposed modification to the approved condition:

4. The outdoor seating plan, as depicted on the attached plans dated July 12, 2018, shall be the only allowed outdoor seating plan for Poplar Creek Banquets any patron of the Poplar Creek Bowl facility at 2354 West Higgins Road. Any change shall require a site plan amendment.

RECOMMENDATION: Approval of a request by Poplar Creek Bowl for a site plan amendment to modify Condition #4 of the site plan approval to allow use of outdoor seating by any patron of the bowling alley and banquet business at 2354 West Higgins Road.

Attachment

cc: Bill Griggs (Poplar Creek Bowl)

*Poplar Creek Bowl
2354 W. Higgins Road
Hoffman Estates, IL 60169*

Date: 08/27/18

To: Jim Donahue, Senior Planner Village of Hoffman Estates

From: William A Griggs
847-436-6239 (cell)

RE: Village of Hoffman Estates Planning and Zoning Finding of Fact
Project Address: 2354 W. Higgins Road
Project #: 20180198

Please consider this a request to modify condition #4 to "Allow the seating for any patron" of our business.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by McShane Hoffman Estates LLC and McShane Hoffman MS LLC for approval of a Forbearance Agreement regarding a bike path required to be installed along the Huntington 90 property on the north side of Central Road, west of Center Drive

MEETING DATE: September 17, 2018

COMMITTEE: Planning, Building & Zoning

FROM: *JD* Jim Donahue/Peter Gugliotta *PG*

REQUEST: Request by McShane Hoffman Estates LLC and McShane Hoffman MS LLC for approval of a Forbearance Agreement regarding a bike path required to be installed along the Huntington 90 property on the north side of Central Road, west of Center Drive.

BACKGROUND: In 2009, the Village entered into an Amended and Restated Annexation and Development Agreement (“Agreement”) with the owner/developer of two 37-acre parcels on the north side of Central Road that had been subdivided from the original 220-acre former AT&T campus. The Agreement addressed a variety of items, one of which was the obligation of the owner to install a bike path along their frontage on north side of Central Road.

Previously, as part of the DMG Mori and Trumpf projects, the eastern portion of the path was completed. As part of the current proposed Bystronic project, the owner (McShane) is required to install the path along the western 37-acre parcel.

While the Bystronic project was being designed, Cook County announced they were starting the planning and design process to reconstruct Central Road, including potential geometric and grading changes in the area. The Village worked with the County to ensure the bike path along Central Road would be accounted for in the new roadway plans and the County has agreed. The County design process is still in the early stages and construction is not likely until at least 2020. The Bystronic final site plan request is scheduled for Village Board consideration on September 17, 2018 (mass grading was recently approved by the Village). Bystronic is targeting a completion and occupancy date in mid-2019.

DISCUSSION: The Bystronic site plans are designed with grading that will accommodate the path within the Central Road right of way, however, the owner is requesting the final path design and installation be delayed until after Cook County finalizes their Central Road plans. The benefits of delaying the path are to allow for coordinated construction of the path with the anticipated roadway work, as well as to allow an opportunity to possibly seek a shared funding solution for the path in conjunction with the County road project. The recent RTA access to transit grant application, if approved, would provide federal funds to reduce the developer's cost for construction of the path.

DISCUSSION: (Cont'd)

Because the path installation is a specific obligation of the Agreement, Corporation Counsel has determined an appropriate mechanism for the Village to allow delay of the path installation is to enter into a Forbearance Agreement with the property owner. This agreement clearly states that the owner obligation is not being relieved - it simply allows for a delay in fulfillment of that obligation. The Forbearance Agreement allows the bike path to lag behind the Bystronic development for a period of up to three years, at which time the Forbearance Agreement will terminate. If the path has not yet been built, the Village shall have the rights to enforce the provisions of the Agreement as though the Forbearance Agreement never had been in effect. The owner will be required to provide performance security that will be held by the Village until the path is installed and approved by the Village.

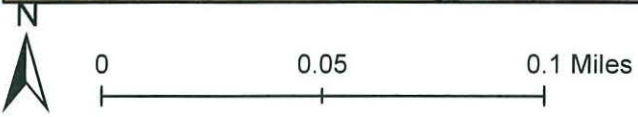
RECOMMENDATION:

Approval of a request by McShane Hoffman Estates LLC and McShane Hoffman MS LLC for approval of a Forbearance Agreement regarding a bike path required to be installed along the Huntington 90 property on the north side of Central Road, west of Center Drive.

Attachments

cc: Brian Quigley (Conor Commercial)

Bystronic



Planning Division
Village of Hoffman Estates
September 2018

FORBEARANCE AGREEMENT

THIS FORBEARANCE AGREEMENT (the "Agreement") is made and entered into as of the 30th day of July, 2018 (the "Effective Date"), by and between the VILLAGE OF HOFFMAN ESTATES, a Illinois municipal corporation (the "Village"), and McSHANE HOFFMAN ESTATES, LLC, a Delaware limited liability company ("McShane Hoffman Estates") and McSHANE HOFFMAN MS LLC, a Delaware limited liability company ("McShane Hoffman MS"). McShane Hoffman Estates and McShane Hoffman MS are collectively referred herein as "Developer". The Village and Developer are collectively referred to herein as "Parties".

RECITALS

WHEREAS, the Parties are a party to that certain Amended and Restated Annexation and Development Agreement, by and among the Village, McShane Hoffman Estates, and McShane Hoffman MS, and recorded with the Cook County Recorder of Deeds as document number 0833018001 (the "Amended Annexation Agreement");

WHEREAS, the Amended Annexation Agreement provides for, among other things, the construction of a 10-foot wide asphalt sidewalk along Central Road adjacent to the West Parcel (as defined in the Amended Annexation Agreement) (the "West Parcel Bike Trail") and Parcel 3 (as defined in the Amended Annexation Agreement) (the "Parcel 3 Bike Trail");

WHEREAS, the Developer desires to begin construction on the West Parcel;

WHEREAS, plans are being considered by Cook County for the reconstruction of Central Road which include a bike trail;

WHEREAS, it is not desirable to begin construction of the West Parcel Bike Trail and Parcel 3 Bike Trail (collectively "Bike Trails") until the reconstruction of Central Road has commenced or is complete;

WHEREAS, it is not desirable to begin construction of the bike trails until the potential for grant opportunities are explored; and

WHEREAS, the Parties desire that development of the West Parcel begin as soon as practicable.

NOW THEREFORE, in consideration of the foregoing recitals, the covenants and agreements set forth below, and other good and valuable consideration, the adequacy and sufficiency of which are hereby acknowledged, and pursuant to the powers and authorities referenced above, the Parties agree as follows:

1. **Term.** This Agreement shall terminate three years from the Effective Date (the "Termination Date").
2. **West Parcel Bike Trail.** Prior to Termination Date of this Agreement, the Village shall not enforce the provisions of Paragraph 5(f) of the Amended Annexation Agreement as it applies to the West Parcel Bike Trail.

3. **Parcel 3 Bike Trail.** Prior to Termination Date of this Agreement, the Village shall not enforce the provisions of Paragraph 5(f) of the Amended Annexation Agreement as it applies to the Parcel 3 Bike Trail.
4. **Enforcement after Termination Date.** Upon termination of this Agreement as provided herein or otherwise, the Village shall have the rights to enforce the provisions of Paragraph 5(f) of the Amended Annexation Agreement as though this Agreement had never been in effect.
5. **Issuance of Permit.** The issuance of any building permits or occupancy permits by the Village for, or to, any building on the West Parcel shall not constitute a waiver of the requirements set forth in Paragraph 5(f) of the Amended Annexation Agreement.
6. **Severability.** In the event any portion of this Agreement or part thereof shall be deemed invalid, such invalidity of said provision or part thereof shall not affect the validity of any other provision hereof.
7. **Authorized Parties.** Each Developer is duly organized and validly existing in the State of Delaware, and has the full right, power and authority to carry out its obligations hereunder, without the joinder of any other person or entity, and all requisite action necessary to authorize each Developer to enter into this Agreement and to carry out its obligations hereunder has been taken.
8. **Beneficiary.** There are no third party beneficiaries to this Agreement.
9. **Site Plans & Security.** Notwithstanding any other provision in this Agreement to the contrary, the provisions of this Agreement do not apply to an approved site plan or posted security.

Signature Page Follows

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first written above.

VILLAGE OF HOFFMAN ESTATES,
an Illinois municipal corporation

By: _____
William D. McLeod, Village President

Dated: _____

Attest:

Bev Romanoff, Village Clerk

Dated: _____

MCSHANE HOFFMAN MS, LLC
a Delaware limited liability company

By: McShane Hoffman Holdings LLC,
an Illinois limited liability company, its sole member

By: McShane Corporation, an Illinois corporation,
its sole member

By: Brian Quigley

Dated: JULY 30, 2018

Name: BRIAN QUIGLEY

Title: AUTHORIZED SIGNATORY

McShane Hoffman Estates LLC,
a Delaware limited liability company

By: McShane / MetLife Master Limited Partnership,
an Illinois limited partnership, its sole member

By: McShane Corporation, an Illinois corporation,
its general partner

By: Brian Quigley

Dated: JULY 30, 2018

Name: BRIAN QUIGLEY

Title: AUTHORIZED SIGNATORY

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by MI Homes of Chicago LLC and CASE Properties LLC to extend the required completion dates related to the renovation of the Bergman Farmhouse located at the north side of Algonquin Road, west of Ela Road.

MEETING DATE: September 17, 2018

COMMITTEE: Planning, Building & Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Request by MI Homes of Chicago LLC and CASE Properties LLC to extend the required completion dates related to the renovation of the Bergman Farmhouse located at the north side of Algonquin Road, west of Ela Road.

BACKGROUND: As part of the Bergman Farms Subdivision approval, MI Homes agreed to retain the existing Bergman Farmhouse and allow time to find a builder to renovate and preserve the structure. After several months of outreach efforts, a private builder (CASE) expressed interest in renovating the structure to be used as a single-family residence.

In June 2017, the Village approved a three party agreement with MI Homes of Chicago LLC and CASE Properties LLC for the renovation project, with a final deadline for completion of July 31, 2018. Since that time, the builder has submitted the renovation building permit with complete architectural plans and contractor information, and is currently preparing the permit survey for the lot grading and construction of a 3-car garage addition. With the submittal of the final documents and details, the building permit can be ready to be issued within the next month.

DISCUSSION: MI Homes and CASE have jointly proposed to modify the agreement dates, as outlined in the attached letter, with the key final completion date being August 31, 2019. Assuming construction starts in October 2018, the builder is confident the remodeling project can be completed well in advance of the new end date.

CASE is very interested in beginning work as soon as possible to ensure some key exterior items can be done prior to the winter season. Once the exterior is secured, they will be able to continue remodeling work on the interior throughout the winter months.

DISCUSSION: (Cont'd)

The remodeling plans call for the existing character of the house exterior to be retained, while the interior would be renovated to have a layout more appropriate for modern living. An attached 3-car garage would be added to the west side of the home to bring the house to current code standards and it will be designed with architecture to complement the rest of the house.

RECOMMENDATION:

Request by MI Homes of Chicago LLC and CASE Properties LLC to extend the required completion dates related to the renovation of the Bergman Farmhouse located at the north side of Algonquin Road, west of Ela Road, with a final certificate of occupancy deadline of August 1, 2019.

Attachment

cc: Matt Pagoria (MI Homes)
Chad Evans (CASE Properties)



CHICAGO DIVISION
400 East Diehl Road, Suite 230
Naperville, IL 60563
630-577-5200 OFFICE
630-577-5220 FAX

September 11, 2018

Peter Gugliotta
Director of Planning
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60195
peter.gugliotta@hoffmanestates.org

Re: Bergman Farmhouse

Dear Pete:

Please accept this letter as a formal request by M/I Homes of Chicago and Case Properties, to process an amendment to the "Bergman Farmhouse Agreement" as detailed below.

Despite all efforts by the Village, Case Properties, and M/I Homes we have been unable to complete the renovation of the farmhouse as contemplated in the original agreement. The original agreement had several milestone dates that have passed and need to be modified. All parties agree that the following dates are achievable and everyone agrees to make all efforts to successfully meet the following dates:

Item	Original Date	Modified Date
Village Release and Acknowledgement	9/30/17	10/15/18
Construction Escrow	9/30/17	10/15/18
Completion of Farmhouse Renovation	7/1/18	8/1/19
Final Certificate of Occupancy	7/31/18	8/31/19

It is the goal of all parties to begin the renovation as soon as possible in order to ensure the exterior and foundation work will begin within the next 30 days. This will allow the interior renovation to continue throughout the winter months and ultimate completion to occur next summer.

Thank you in advance for your help in this matter. If you have any questions I can be reached at 847-878-9439.

Very truly yours,

Matthew J. Pagoria
Vice President of Land Acquisition
M/I Homes of Chicago, LLC

1 TRI-PARTY AGREEMENT AND

2 FIRST AMENDMENT TO BERGMAN FARMHOUSE AGREEMENT

3 THIS TRI-PARTY AGREEMENT AND FIRST AMENDMENT TO BERGMAN FARMHOUSE
4 AGREEMENT (“**Amendment**”) is entered into as of the date the last of the parties executes this
5 Amendment (the “**Amendment Date**”), by and among CASE PROPERTIES, LLC, an Illinois limited
6 liability company (“**Case Properties**”), M/I HOMES OF CHICAGO, LLC, a Delaware limited liability
7 company (“**M/I Homes**”), and the VILLAGE OF HOFFMAN ESTATES, an Illinois Municipal
8 Corporation (“**Village**”). Case Properties, M/I Homes and the Village may sometimes be referred to
9 individually as a “**Party**” and collectively as the “**Parties**”.

10 WHEREAS, M/I Homes and Case Properties are parties to that certain Bergman Farmhouse
11 Agreement dated August 15, 2017 (the “**Farmhouse Agreement**”; any capitalized terms which are used
12 in this Amendment without definition and that are defined in the Farmhouse Agreement shall have the same
13 meanings herein as in the Farmhouse Agreement), which Farmhouse Agreement, among other things,
14 provides for the renovation and conveyance of the Bergman Farmhouse;

15 WHEREAS, the Village, although not a party to the Farmhouse Agreement, agreed to the terms
16 thereof and agreed to execute and deliver the Village Release and Acknowledgement upon and subject to
17 the terms and conditions set forth in the Bergman Farmhouse Agreement;

18 WHEREAS, renovation of the Bergman Farmhouse has been delayed and certain performance
19 dates and deadlines in the Bergman Farmhouse Agreement have passed;

20 WHEREAS, the Parties desire to enter into this Amendment to extend such performance dates and
21 deadlines in the Bergman Farmhouse Agreement and to acknowledge and reaffirm certain covenants and
22 obligations therein and in the Village Release and Acknowledgement;

23 NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein,
24 Case Properties, M/I Homes and the Village hereby agree as follows:

25

26

27
28

ARTICLE ONE
CONSTRUCTION AND CONVEYANCE ESCROW

29 Provided that the Village has issued a building permit for the Bergman Farmhouse Renovation Project by
30 said date, the Parties and the Village shall enter into the Construction and Conveyance Escrow with the
31 Title Company on October 15, 2018, which date shall be the “**Effective Date**”

32
33

ARTICLE TWO
SUBMITTALS BY CASE PROPERTIES TO THE VILLAGE

- 34 A. Case Properties has prepared and previously submitted the following to the Village:
 - 35 1. Architectural and mechanical plans for the renovation of the Bergman Farmhouse
36 prepared by _____ and dated _____;
 - 37 2. Landscape plans for the Bergman Farmhouse Parcel prepared by _____ and
38 dated _____; and
 - 39 3. An itemized construction cost estimate for the work and materials set forth in the
40 above described architectural, engineering and landscape plans.

41 B. If upon the Village’s review of Case Properties’ architectural, mechanical and landscaping
42 plans, construction cost estimate and other submittals in the normal course the Village disapproves any such
43 submittal, Case Properties shall take such further steps or perform such additional measures in order to
44 obtain Village approval of such submittals. The final architectural, mechanical and landscaping plans
45 approved by the Village for the renovation of the Bergman Farmhouse and landscaping of the Bergman
46 Parcel are herein referred to as the “**Approved Plans**”.

47 C. Provided that the application and information submitted by Case Properties is complete
48 and conforms to the terms of this Amendment, the Approved Plans and other applicable Village ordinances,
49 codes, or regulations, the Village shall issue a building permit for the Bergman Farmhouse Renovation
50 Project to Case Properties. Failure of Case Properties to obtain a building permit for the Bergman
51 Farmhouse Renovation Project shall be a default of Case Properties hereunder and under the Bergman
52 Farmhouse Agreement, as amended hereby.

53 **ARTICLE THREE**
54 **PERFORMANCE DATES AND DEADLINES**

55 A. The "July 31, 2018" date at line 78 of the Farmhouse Agreement for Case Properties to
56 obtain a final certificate of occupancy for the Bergman Farmhouse is hereby extended to and replaced by
57 "August 31, 2019".

58 B. The "July 1, 2018" date at line 121 of the Farmhouse Agreement for Case Properties to
59 substantially complete the Bergman Farmhouse Renovation Project is hereby extended to and replaced by
60 "August 1, 2019".

61 **ARTICLE FOUR**
62 **GENERAL PROVISIONS**

63 A. It is further agreed that any party to this Amendment may enforce or compel the
64 performance of this Amendment either in law or in equity, whether by mandamus or other proceeding and
65 may seek such relief as may be deemed just or equitable. Any action or legal proceeding brought by a party
66 hereunder shall be filed in the Circuit Court of, Cook County, Illinois, Third Municipal District.

67 B. Except as set forth in this Amendment, all of the terms, covenants, and conditions
68 of the Farmhouse Agreement and all the rights and obligations of Case Properties and M/I Homes
69 therein shall remain in full force and effect, and are not otherwise altered, amended, revised, or
70 changed.

71 C. If any provision of this Amendment is found by a court of law to be in violation of any
72 applicable local, State or Federal law, ordinance or regulation and if a court of competent jurisdiction should
73 declare such provision of this Amendment to be illegal, void or unenforceable, then it is the intent of the
74 parties that the remainder of this Amendment shall be construed as if such illegal, void or unenforceable
75 provision was not contained herein and that the rights and obligations of the parties hereunder shall continue
76 in full force and effect.

77 D. M/I Homes warrants that the execution of this Amendment has been duly and validly
78 authorized and that the obligations imposed upon M/I Homes herein shall be valid and binding obligations

79 of M/I Homes. Case Properties warrants that the execution of this Amendment has been duly and validly
80 authorized and that the obligations imposed upon Case Properties herein shall be valid and binding
81 obligations of Case Properties.

82 E. The Village warrants that the execution of this Amendment has been duly and validly
83 authorized and that the obligations imposed upon the Village herein shall be valid and binding obligations
84 of the Village. The Village hereby acknowledges and agrees to the amendments to the Farmhouse
85 Agreement set forth herein, including, without limitation, the extension of the performance dates and
86 deadlines set forth in Article Three above.

87 F. The captions of paragraphs are intended only for the convenience of the Parties and are not
88 to be construed as part of this Amendment or as a limitation of the scope of the particular sections to which
89 they refer.

90 G. This Amendment may be executed in any number of counterparts and duplicate originals,
91 each of which shall be deemed an original but all of which shall constitute one and the same instrument.

92 H. Failure of any Party to this Amendment to insist upon the strict and prompt performance
93 of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other Party
94 imposed, shall not constitute or be construed as a waiver to relinquishment of any parties' right thereafter
95 to enforce such term, covenant, agreement or condition, but the same shall continue in full force and effect.

96
97
98
99

[THIS SPACE INTENTIONALLY LEFT BLANK]

100 IN WITNESS WHEREOF, the parties to this Amendment have caused it to be executed as of the
101 applicable date set forth below.

102
103 **M/I HOMES OF CHICAGO, LLC**, a Delaware limited liability company

104
105
106 By: _____
107 Name: Curt VanHyfte
108 Its: Area President
109
110 Date of Execution: _____
111

112
113 **CASE PROPERTIES, LLC**, an Illinois limited liability company

114
115
116 By: _____
117 Name: Charles C. Evans
118 Its: Manager
119
120 Date of Execution: _____
121

122
123 **VILLAGE OF HOFFMAN ESTATES**, an Illinois Municipal Corporation

124
125
126 BY: _____
127
128
129 Attest: _____
130 Mayor

131
132
133 Date of Execution: _____

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a resolution establishing fees for planning, zoning, development incentives, and other related fees of the Village of Hoffman Estates

MEETING DATE: September 17, 2018

COMMITTEE: Planning, Building and Zoning

FROM: Patricia Cross/Mark Koplin/Kevin Kramer

REQUEST: Request approval of a resolution establishing fees for planning, zoning, development incentives, and other related fees of the Village of Hoffman Estates.

BACKGROUND: The attached resolution would adopt a new fee and deposit schedule for economic development incentives. The Village currently charges fees for Planning and Zoning Commission site plan reviews, rezoning cases, annexation hearings, and easement releases, but does not require fees or deposits for certain incentive agreements or resolutions which take just as much staff time to review, negotiate, and prepare for Village Board consideration.

DISCUSSION: The Village often updates the code to keep up with current codes or fee pricing. Therefore, the following fees are proposed to be added to the code:

- ◆ **Cook County Property Tax Abatement Application Consideration - \$1,000 fee.** Each time a property owner applies for a new tax classification, such as a 6B or 7C with Cook County, the owner is required to have the support of the local municipality via a resolution. It takes staff roughly 5-10 hours to coordinate with the owner, review the application for completion, prepare the appropriate resolution for Village Board consideration, and attend all necessary meetings.
- ◆ **Rebate/Cost Recovery Agreement - varying fee.** The fee for a cost recovery agreement would vary based upon the size of the request. One time fees would start at \$500 for any total rebate up to \$10,000. The fee would be \$1,000 if the request is between \$10,001 and \$50,000. The fee would be \$1,500 if the request is between \$50,001 and \$100,000. The fee would be \$2,000 if the request is over \$100,001. It takes staff roughly 20-30 hours to coordinate meetings or calls with the developer, negotiate and review various draft agreements, prepare all items for Village Board consideration, and attend all necessary meetings. With larger incentives, more meetings and discussions are typically necessary. Further, those incentives can be more complicated and with longer terms requiring more work by the Finance Department.

DISCUSSION: (Cont'd)

- ◆ **Enterprise Zone Sales Tax Exemption Certificates - \$500 fee.** Most Enterprise Zone benefits are administered at the State level. However, the sales tax exemption on building materials benefit is monitored by Village staff. Therefore, if a developer or builder would like to receive the benefit of not paying sales tax in Illinois on building materials for the project located within the Enterprise Zone, staff has to register and issue a certificate for each contractor and sub-contractor, in addition to explaining the Enterprise Zone benefits to the developer or general contractor. It takes staff roughly 15 minutes per certificate and a typical project has between 15-20 certificates. The fee would be valid for two years, as a typical project does not take longer than two years. Should a project extend or have multiple phases going past two years, the developer would pay another \$500 fee.

Additionally, the following deposits are proposed to be added to the code:

- ◆ **TIF Creation/Amendment/Extension Request and/or Redevelopment Agreement - \$7,500 initial deposit.** Currently, if a developer requests the Village creates, amends, or supports an extension of a TIF, a legal deposit is collected to recoup the time legal spends on the project. Staff proposes to expand this section to also collect a deposit for staff time as well. On a typical TIF creation or amendment, staff will spend anywhere between 75-100 hours to coordinate meetings or calls with the developer, review eligibility study, consider increment projections, coordinate notices, agendas, minutes, and attend Joint Review Board meetings, prepare all items for Village Board consideration, and attend all other meetings. For a development or redevelopment agreement, regardless if it is in a TIF or not, it typically takes staff 50-75 hours to coordinate meetings or calls with the developer, draft, negotiate and review various versions of agreements, prepare all items for Village Board consideration, and attend all necessary meetings.
- ◆ **Any Other Incentive Request - \$2,500 initial deposit.** This last deposit is in here in case a developer requests the Village to consider a non-typical incentive not listed here. The deposit will be for staff time and any funds unused may be refunded.

Depending on the number of hours of staff or legal time, portions of these deposits would be refunded. Likewise, deposits may also need to be replenished during the review and consideration process.

RECOMMENDATION:

Approval of a resolution establishing fees for planning, zoning, development incentives, and other related fees of the Village of Hoffman Estates.

Attachment

RESOLUTION NO. _____ - 2018

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION ESTABLISHING FEES FOR
PLANNING, ZONING, DEVELOPMENT INCENTIVES
AND OTHER RELATED FEES
OF THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, Resolution Nos. 312-1977, 462-1981, 529-1983, 635-1987, 741-1989, 748-1989, 785-1990, 806-1991, 834-1991, 853-1992, 979-1995, 1046-1998, 1261-2005, 1482-2011, and 1608-2016 previously established certain fees for planning and zoning related items, including easement releases, plat reviews and public meetings, and provided for the time of billing of such fees.

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

Section 1:

A. That the fees for residential open space (or similar) easement releases shall be Seventy-Five Dollars (\$75.00).

B. That the fees for residential variations for Planning and Zoning Commission hearings shall be One Hundred Seventy-Five Dollars (\$175.00).

C. That the fees for non-residential variations for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00).

D. That the fees for special uses for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00) for specific special uses listed in the Code, and Seven Hundred Fifty Dollars (\$750) for any use proposed under the "all other uses not heretofore listed" category.

E. That the fees for text amendments for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00).

F. That the fees for issuance of a formal Zoning Compliance Letter shall be One Hundred Dollars (\$100).

G. That the fees for a request for review of a Cook County Property Tax Abatement Application and preparation of a municipal Resolution in support shall be One Thousand Dollars (\$1,000.00).

H. That the fees for application and review of a tax rebate/cost recovery request shall be based on the rebated portion requested shall be:

1. Five Hundred Dollars (\$500.00) if the rebated portion requested is less than Ten Thousand Dollars (\$10,000.00);

2. One Thousand Dollars (\$1,000.00) if the rebated portion requested is between Ten Thousand Dollars (\$10,000.00) and Fifty Thousand Dollars (\$50,000.00);

3. One Thousand Five Hundred Dollars (\$1,500.00) if the rebate portion requested is between Fifty Thousand and One Dollars (\$50,001) and One Hundred Thousand Dollars (\$100,000.00); and

4. Two Thousand Dollars (\$2,000.00) if the rebated portion requested is greater than One Hundred Thousand and One Dollar (\$100,001.00).

I. That the fees for a-two (2) years worth of Enterprise Zone Sales Tax Exemption Certificate shall be Five Hundred Dollars (\$500.00) per project.

J. That an initial deposit of Two Thousand Five Hundred Dollars (\$2,500.00) shall be required for consideration of any other incentive request that is not specifically stated in this Resolution which may include but is not limited to fee waivers, infrastructure improvements or recapture ordinances.

K. That an initial deposit in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00.00) shall be required for Village Staff time, excluding a separate attorney deposit, upon the submission of an application to create, amend or extend a tax increment financing and/or development or redevelopment agreement.

L. That there shall be no refund after application by a non-residential applicant or an applicant who is an owner or beneficial owner of more than two (2) properties in the Village. Applicants who are owners or beneficial owners of fewer than two (2) residential properties in the Village shall be entitled to a full refund if application is withdrawn before legal notice is posted; a refund of the fee less the cost of the legal notice, plus Twenty Dollars (\$20) if the application is withdrawn after legal notice is posted and before hearings commence; or no refund if application is withdrawn after hearings have commenced.

Section 2: That the fees for subsections B through K shall be paid prior to the commencement of any hearing and that Three Hundred Dollars (\$300.00) be paid before commencement of hearings and before each additional hearing date or Village Board meeting to cover the services of a court reporter at the Planning and Zoning Commission and before the Village Board when deemed necessary by the Village Manager; and further that such fees as

shall reflect the actual compensation of Village staff time, and shall be paid or on deposit before the Planning and Zoning Commission or Village Board shall render a decision, or accept a withdrawal of request or petition on any matter pending before it.

Section 3:

A. That the fees for site plan review under the Subdivision Code be as follows:

Site Plan Review

- | | | |
|----|--------|--------------|
| 1. | \$500 | 0-4.99 Acres |
| 2. | \$750 | 5.0-9.99 |
| 3. | \$1000 | 10.0 & Above |

Site Plan Amendment (Changes to approved developments plans)

- | | | |
|----|-------|---|
| 1. | \$250 | Staff level (staff review via permit or letter) |
| 2. | \$350 | Administrative (Village Manager review, in accordance with Board-approved procedures) |
| 3. | \$500 | Minor (Planning, Building and Zoning Committee Review) |
| 4. | \$750 | Major (Planning and Zoning Commission review) |

B. That the fees for Rezoning or RPD redesignation amendments by the Planning and Zoning Commission shall be as follows:

Rezoning/RPD Amendments

- | | | |
|----|---------|--------------|
| 1. | \$500 | 0-4.99 Acres |
| 2. | \$750 | 5.0-9.99 |
| 3. | \$1,000 | 10.0 & Above |

C. That the fees for Annexation Hearings shall be as follows:

Annexation Hearing Fee

- | | | |
|----|--------|--------------|
| 1. | \$500 | 0-4.99 Acres |
| 2. | \$750 | 5.0-9.99 |
| 3. | \$1000 | 10.0 & Above |

D. That the fees for a Plat of Subdivision review (or other plat) by the Planning and Zoning Commission shall be as follows:

Residential Plat

- | | | |
|----|--------------------|---|
| 1. | \$750 + 10 per lot | Preliminary |
| 2. | \$750 | Final (in conformance with Preliminary or concurrent request) |

Non-Residential Plat - Preliminary

1. \$500 0-4.99 Acres
2. \$750 5.0-9.99
3. \$1000 10.0 & Above

Non-Residential Plat – Final

1. \$500

E. That fees for a Plat of Easement review by the Village Board shall be \$500.

F. That fees for review of an Annexation Agreement, Development Agreement, or other development-related agreement shall be:

Development related Agreements

1. \$500 New Agreement
2. \$250 Amended Agreement

G. That the initial portion of the Engineering Site Plan Review fee due for review by the Engineering Division shall be paid at the same time as applicable site plan and other fees, and shall be:

Site Plan Review (Engineering)

1. \$1,000 0-1.99 Acres
2. \$3,000 2.0-9.99
3. \$5,000 10.0-49.99
4. \$7,000 50.0 & Above

The fees in this subsection G shall be calculated as a credit against the final Plan Review and Inspection Fee that is adopted by separate resolution and calculated and paid at the time construction is set to begin.

H. That the fees for an extension of time of the Village Board approval shall be 50% of initial fee.

I. That fees for master sign plan review for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00), plus Two Hundred Fifty Dollars (\$250.00) for every different sign type included in the plan. A sign type is defined as signs which are similar in location, size, construction, design, placement, and other characteristics and which are subject to similar regulation.

Section 4: That where deemed necessary by the Village Manager, an independent consultant may be contacted at the expense and cost of the applicant. Said consultant may be in lieu of the applicant's consultant or in addition to such consultant. The estimated fee of such consultant shall be deposited prior to the commencement of any hearing date where the

consultant's testimony is required and further it shall be required that such fees as shall reflect the actual compensation of the consultant shall be paid or on deposit before the Planning and Zoning Commission shall render a decision, or accept a withdrawal of request or petition on any matter pending before it.

Section 5: That the Planning and Zoning Commission may hold in addition to its regular meetings:

- A. "Village Special Meeting" under the following conditions:
 - 1. A Planning and Zoning Commission quorum is available.
 - 2. An additional meeting is necessary due to a backlog of items scheduled to appear on agendas in the opinion of the Village Manager after consultation with the Director of Development Services and the Planning and Zoning Commission Chairman.
- B. "Requested Special Meeting" under the following conditions:
 - 1. A Planning and Zoning Commission quorum is available.
 - 2. That Planning and Zoning Commission is not operating under a "Village Special Meeting" schedule.
 - 3. Authorization is given by the Village Board or a Village Board Committee.
 - 4. The cost of a "Requested Special Meeting" shall be borne by the applicant in addition to all other required fees. The cost of a "Requested Special Meeting" can be prorated among more than one (1) applicant. The cost for the Planning and Zoning Commission Special Meeting shall be the sum of Three Hundred Dollars (\$300.00).

Section 6: That pursuant to Section 2-2-3 of the Hoffman Estates Municipal Code, the Village Board may hold special meetings in addition to its regular meetings. Upon a request of a Special Meeting of the Village Board by an applicant, the cost of such meeting shall be borne by the applicant in addition to any other required fees. The cost of such Special Meeting can be prorated among more than one (1) applicant. The cost for such a Special Meeting shall be Four Hundred Dollars (\$400.00).

Section 7: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2018

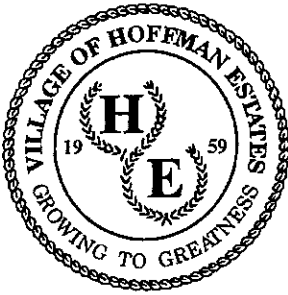
VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____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

APPROVED THIS _____ DAY OF _____, 2018

Village President

ATTEST:

Village Clerk



**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 17, 2018

PLANNING AND ZONING COMMISSION MEETINGS

August 15, 2018 Meeting

- o Somerset, former AT&T Campus – Rezoning from O-4 to C-MU & Variations mixed use development (**Approved**)
- o GiGi's Playhouse, 2350 W Higgins Rd – Special use for building expansion (**Approved**)
- o Barrington Square Town Center/Poplar Creek Bowl – Site plan for façade changes, indoor expansion of banquet use and new outdoor seating area (**Approved**)

September 5, 2018 Meeting

- o Bystronic, H90, NW corner Eagle Way and Central Road – Plat of Subdivision, Site Plan and Master Sign Plan for new office/industrial building (**Approved**)
- o McShane, H90 - Plat of dedication and site plan for Eagle Way extension north of Central Road (**Approved**)

September 19, 2018 Upcoming Meeting

- o Canceled due to lack of agenda items

October 3, 2018 Upcoming Meeting

- o Schaumburg Township, 1 Illinois Blvd. – Site Plan amendment for parking lot expansion
- o 645 Morton, Residential variation for garage size

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)
- Mariano's, 2575 W Golf Rd – Site plan amendment for vehicle charging stations
- Buona Beef, Barrington Square Town Center – Site Plan and Plat of Resubdivision for raze & rebuild in place of current Buona building
- McDonalds, 2580 W Golf Road – Site plan amendment for façade changes, small building addition and master sign plan
- 1000 W Golf Road, Mercedes-Benz – Signage, and site plan changes
- BMO Harris Bank, 1400 Gannon Dr – Site plan amendment for new bank and retail building
- Former Clark Gas Station and Car Wash, Golf/Barrington – Site plan for redevelopment with retail building
- 830 N. Roselle (former Beef Shack) – Site Plan Amendment for new restaurant tenant
- 80 W Higgins Rd, former Hoffman Lanes – Site Plan for redevelopment

POTENTIAL UPCOMING PROJECTS

- Hoffman Plaza, East Side Roselle Road – site plan for 2 new outlot buildings
- Hoffman Plaza, North Side Higgins Road – site plan for new outlot building (former Burger King location)
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes
- 1680 Heron Way - Site plan approval for new individual home in Yorkshire Woods Subdivision
- SEC Rohrssen Road & Golf Road – Annexation, Site Plan for Hindu Wellness Center & Temple and homes
- Moretti's – Special Use for Banquet facility (former Sweet Caroline's) and Master Sign Plan
- Adesa Phase II Expansion (Beverly Road & PSP)
- Greenspoint Office Park, 2730 Higgins Rd – Site Plan Amendment for outdoor seating and recreational upgrades
- Cabela's, 5225 Prairie Stone Pkwy – Plat of resubdivision and site plan amendment for outlots
- Los Fernandez Restaurant, 2557 W Golf Rd – Site Plan Amendment for outdoor seating

GENERAL ACTIVITIES

- The Planning Division processed 2 FOIAs and 2 Zoning Verification Letter in August
- The 1180-1190 Apple Street request for Concept Site Plan, Consolidation and Rezoning was withdrawn by the Petitioner

Site Plan Review Process	August		3rd Quarter		Year to Date	
Number of administrative site plan cases completed	2	100% completed	2	75% completed	8	83% completed
Number of PZC site plan cases completed	0	administratively	0	administratively	1	administratively
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	2	100% completed within 105 days	3	100% completed within 105 days	10	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	4	9	30	48

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

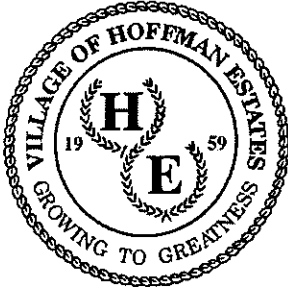
- The Village’s CDBG Annual Action Plan (AAP) Public Hearing took place on August 1st at 4:00 p.m. The Village Board approved the AAP at the August 6th meeting.
- The Village’s AAP was submitted by Cook County on August 15th, meeting HUD’s submittal deadline.
- Exterior renovation work began at the Children’s Advocacy Center (CAC) in early August, as part of the Joint CAC Project. Work to replace the building’s roof, siding, and windows was scheduled for completion by the end of September. Staff worked with fellow CDBG funding entities, HUD, the construction contractor, and the Village’s Code Enforcement Division to oversee construction work and ensure proper paperwork completion. The Village will contribute its CDBG funding to reimburse approximately 14% of the exterior project’s cost.
- Staff conducted the pre-submittal walkthrough with potential bidders for the CAC’s HVAC Replacement project.
- Street reconstruction of Abbey Wood Drive drew closer to completion. Staff will allocate approximately \$150,000 of the Village’s CDBG funding toward this project.
- CDBG funds were used to reimburse the Village for placement of the Annual Plan’s public notice.

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

CDBG Expenditures and Reporting Ratio	August	4th Quarter*	Year to Date	Current Reporting Ratio
	\$147.20	\$147.20	\$265,615.49	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	August	4th Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	4	3
Housing & related issues education pieces released	0	0	3	5

*The 4th quarter of a CDBG Program Year runs from July 1 through September 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*

September 2018

GENERAL ACTIVITIES

- On August 4, 2018, David Banaszynski inspected Party in the Park.
- On August 13-15, 2018, David Banaszynski was a subject matter expert at the National Environmental Health Association's headquarters in Denver.
- Code Enforcement processed a total of 46 Freedom of Information Act requests related to building and code issues during the month of August.
- A total of 44 new single family homes are in various stages of construction.
- Annual Fire Inspectors identified 2 unlicensed businesses operating and 0 licensed business that have closed during inspections in August. These have been reported to the Clerk's Office.
- Code staff has now fully implemented the new electronic building permit forms to be used for the purposes of reporting to the four different Townships and County for assessment purposes. This change saves several time-consuming steps of working with paper permit copies.
- The number of building permits issued year to date is trending roughly 5% higher than last year, which continues a trend of annual increases over the past several years.
- Building permit revenue is trending roughly 20% higher than last year and is projected to exceed the budgeted estimate in 2018.
- Code Enforcement has witnessed a resurgence in tall grass violation cases in August due to this year's unusual weather pattern and September is expected to continue this trend.

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- There are currently 2,170 rental properties registered.
- Staff continues to send notices to suspected new rental properties that are unregistered. These are primarily identified through property maintenance complaints, water billing account changes, and monitoring internet listings for rentals.
- The Code Division has a vacant part time Code Enforcement position primarily dedicated to rental inspections. A plan for filling this vacancy will be developed as part of the 2019 Budget.

2018 Construction Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 Total
Structural	85	211	130	142	152	136	133	186	0	0	0	0	1175	1063
Electrical	32	50	34	41	29	38	28	42	0	0	0	0	294	395
Plumbing	77	106	84	96	73	63	76	56	0	0	0	0	631	847
Mechanical	16	54	15	50	20	23	29	20	0	0	0	0	227	314
Other	70	127	70	67	60	53	60	73	0	0	0	0	580	868
Fence	10	5	23	15	35	31	21	18	0	0	0	0	158	254
Roof/Siding	60	100	92	94	56	104	148	107	0	0	0	0	761	840
Patio/Driveway	12	54	78	100	103	110	115	95	0	0	0	0	667	1085
Deck	0	0	3	2	7	6	13	16	0	0	0	0	47	43
Shed	3	11	6	4	6	3	6	5	0	0	0	0	44	48
Sewer	8	2	4	3	1	5	3	3	0	0	0	0	29	50
2018 Total	373	720	539	614	542	572	632	621	0	0	0	0	4613	
2017 Total	326	644	676	390	442	533	476	547	439	420	433	481		5807

2018 Fire Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	70	25	112	105	166	159	132	86	0	0	0	0	855
Reinspections	0	19	11	46	35	56	67	90	0	0	0	0	324
Business Licenses	7	4	15	11	5	16	38	31	0	0	0	0	127
Total	77	48	138	162	206	231	237	207	0	0	0	0	1306

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	322	178	146	93	134	143	0	0	0	0	1353
Reinspections	114	75	110	149	97	60	60	47	0	0	0	0	712
Total	204	322	432	327	243	153	194	190	0	0	0	0	2065

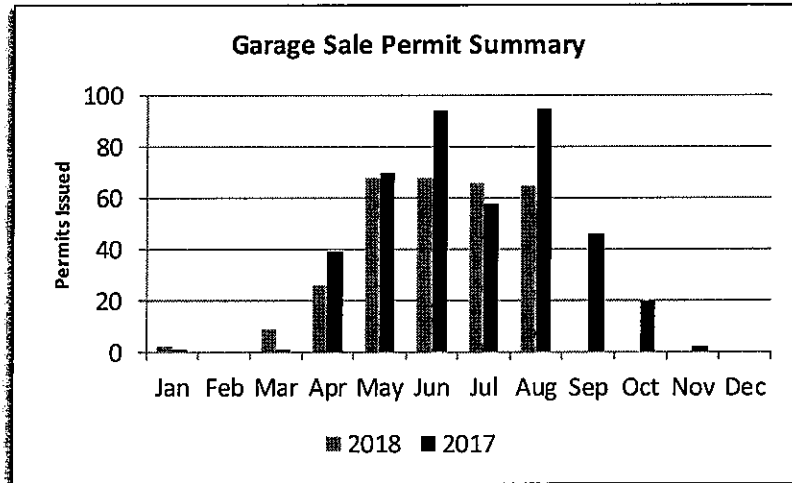
There are approximately 2,170 total rental properties subject to annual inspections (this number fluctuates based on new registrants and owners who choose to no longer rent their properties).

Inspection Services Performance	July	3 rd Quarter	Year to Date	Year Target
Percentage of building inspections within 24 hr. notice	97%	97%	96%	95% within 24 hr. notice
Percentage of annual fire inspections completed	6.6%	6.6%	38.3%	95% of total
Percentage of annual rental inspections completed	6.2%	6.2%	56.0%	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	26	39
May	68	70
Jun	68	94
Jul	66	58
Aug	65	95
Sep	0	46
Oct	0	20
Nov	0	2
Dec	0	0
Total	304	426

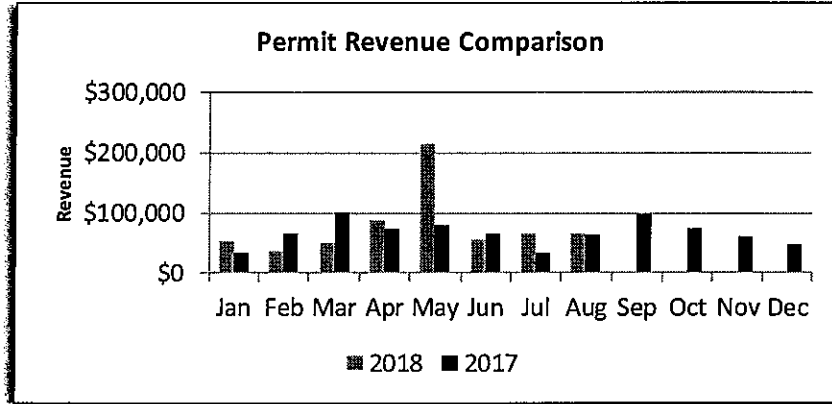


2018 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 Total
Building Permits														
Commercial Remodeling	4	1	9	8	8	5	11	8	0	0	0	0	54	85
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	1	0	1	0	1	0	0	1	0	0	0	0	4	16
Driveways	1	1	10	22	36	56	26	35	0	0	0	0	187	286
Electrical	4	5	4	2	4	6	2	0	0	0	0	0	27	27
Fences	0	0	8	20	33	25	16	32	0	0	0	0	134	211
Mechanical	9	15	15	16	26	19	24	17	0	0	0	0	141	214
Miscellaneous Permits	21	19	19	39	49	37	47	60	0	0	0	0	291	492
Multi-Family Remodeling	0	2	0	1	0	1	2	13	0	0	0	0	19	10
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing	18	14	20	19	20	15	19	13	0	0	0	0	138	258
Pools	0	0	0	0	1	2	5	1	0	0	0	0	9	12
Residential Decks & Patios	1	2	10	18	31	37	30	33	0	0	0	0	162	201
Residential Garages	0	0	0	1	0	0	0	0	0	0	0	0	1	7
Residential Remodeling	18	19	24	23	28	15	25	30	0	0	0	0	182	211
Residential Sheds	0	0	1	3	3	4	3	4	0	0	0	0	18	51
Roofs/Siding	39	7	29	53	79	122	89	91	0	0	0	0	509	874
Signs	11	10	6	3	12	8	4	2	0	0	0	0	56	75
New Single Family Residences	7	6	8	9	10	2	2	7	0	0	0	0	51	59
Fire Permits														
Automatic Fire Alarms	4	1	4	4	8	7	1	2	0	0	0	0	31	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	1	0	0	0	0	3	7
Automatic Sprinklers	17	14	9	14	8	18	11	3	0	0	0	0	94	106
Lock Boxes	4	0	0	1	3	2	2	7	0	0	0	0	19	12
Other	1	0	2	1	0	0	2	1	0	0	0	0	7	41
2018 Total	161	117	179	257	360	381	321	361	0	0	0	0	2137	
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	\$85,798	\$72,363
May	\$214,381	\$79,067
Jun	\$54,036	\$64,310
Jul	\$66,787	\$33,652
Aug	\$64,522	\$63,827
Sep	\$0	\$98,244
Oct	\$0	\$73,442
Nov	\$0	\$60,428
Dec	\$0	\$46,715
Total	\$625,503	\$791,974



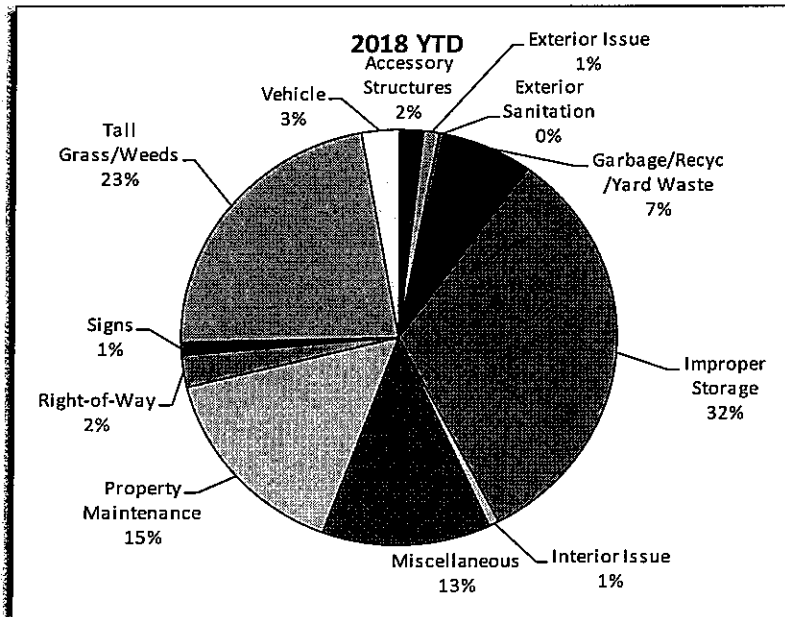
2018 Budget: \$710,000

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	95%	95%	96%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	96%	96%	97%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	96%	96%	97%	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	12	4	3	1	3	0	0	0	0	29	50
Exterior Issue	1	2	0	3	2	2	4	5	0	0	0	0	19	25
Exterior Sanitation	0	0	0	1	2	0	0	2	0	0	0	0	5	8
Garbage/Recyc/Yard Waste	4	14	2	3	10	29	30	18	0	0	0	0	110	89
Improper Storage	0	3	4	19	40	170	178	116	0	0	0	0	530	101
Interior Issue	3	5	0	0	2	1	1	0	0	0	0	0	12	24
Miscellaneous	16	10	68	27	15	25	28	16	0	0	0	0	205	281
Property Maintenance	7	18	25	18	58	55	34	39	0	0	0	0	254	287
Right-of-Way	3	1	4	4	5	4	9	11	0	0	0	0	41	56
Signs	3	4	5	2	1	1	0	0	0	0	0	0	16	16
Tall Grass/Weeds	0	0	0	0	146	94	49	80	0	0	0	0	369	257
Vehicle	5	0	3	3	10	1	13	11	0	0	0	0	46	56
2018 Total	42	62	112	92	295	385	347	301	0	0	0	0	1636	
2017 Total	53	70	102	97	243	187	145	130	72	55	46	50		1250



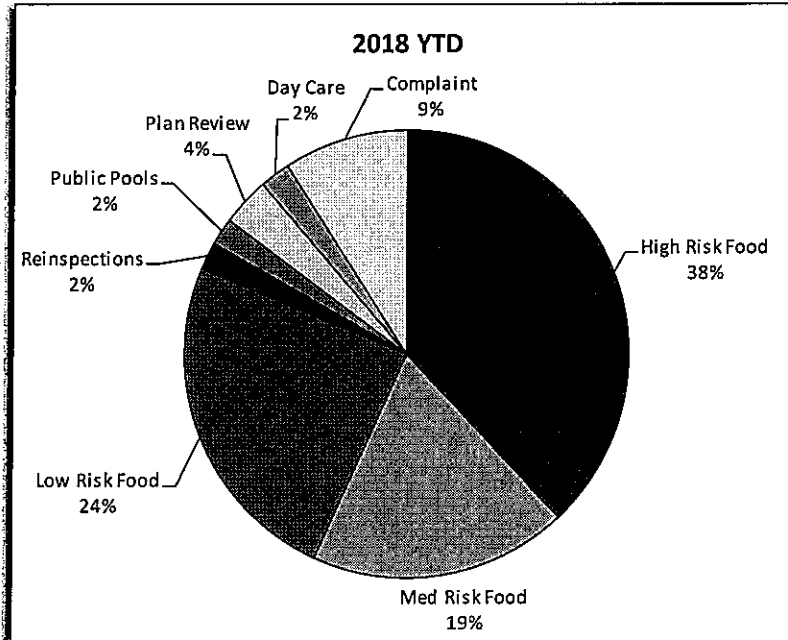
2018 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
43	144	155	35	161	105	112	140	0	0	0	0	895

Inspection Services Performance	August	3rd 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	36	39	1	0	0	0	0	0	154
Med Risk Food	1	0	35	39	0	1	0	0	0	0	0	0	76
Low Risk Food	4	0	0	0	0	1	45	49	0	0	0	0	99
Reinspections	1	0	1	0	3	0	3	0	0	0	0	0	8
Public Pools	0	0	0	0	7	0	1	0	0	0	0	0	8
Plan Review	0	0	0	0	2	2	5	5	0	0	0	0	14
Day Care	0	0	4	5	0	0	0	0	0	0	0	0	9
Complaint	5	5	7	2	4	1	5	8	0	0	0	0	37
Total	47	42	52	46	52	44	60	62	0	0	0	0	405



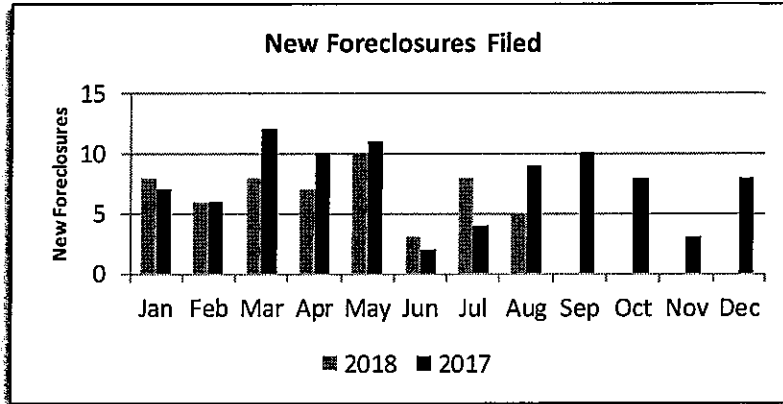
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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	August	3 rd Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	9.6%	18.6.0%	64.5%	100% of total

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

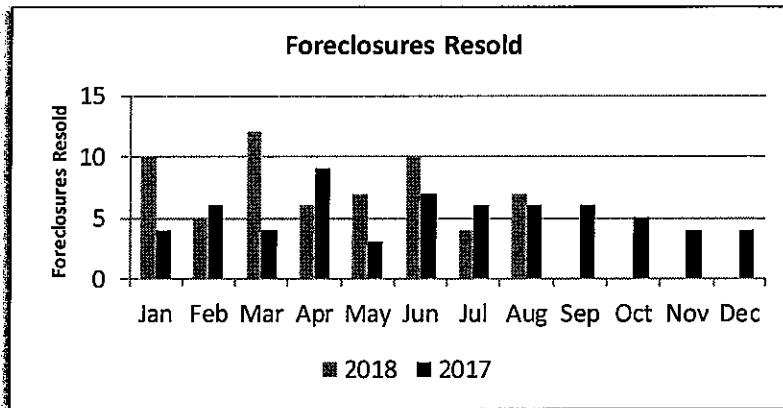
New Foreclosures Filed

Year	2018	2017
Jan	8	7
Feb	6	6
Mar	8	12
Apr	7	10
May	10	11
Jun	3	2
Jul	8	4
Aug	5	9
Sep	0	10
Oct	0	8
Nov	0	3
Dec	0	8
Total	55	90



Foreclosures Resold

Year	2018	2017
Jan	10	4
Feb	5	6
Mar	12	4
Apr	6	9
May	7	3
Jun	10	7
Jul	4	6
Aug	7	6
Sep	0	6
Oct	0	5
Nov	0	4
Dec	0	4
Total	61	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 about potential development or issues in Hoffman Estates.
- Completed liaison duties to the Arts Commission by attending meetings, sending emails to their mailing list about upcoming events and being present at the summer concerts. Concerts were well attended and well received. Upcoming events include Burritos & Bach on Sept 27th and Tony & Tina's Wedding in November.
- Updated the Village's available properties online database on a weekly basis.
- Continued working with Quantum Sign Corporation to develop a gateway sign design for the 59-90 Entertainment District. Still working on easement agreements with property owners.
- 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.
- Began compiling documentation needed for an Enterprise Zone application for the Prairie Stone area as the current zone is set to expire in 2020 and 2018 is the earliest the Village can apply for a new one in the area.
- Staff continued to work with Somerset Development for their rezoning application for the Lakewood Campus so they can purchase the property after rezoning and redevelop as a mixed-use metroburbs. Staff also began preliminary incentive conversations with the developer but no recommendations have been made to date.
- Developed an RFP to solicit proposals from qualified planning consulting firms to develop a sub-area plan for the western portion of Hoffman Estates. Received 7 responses and coordinated with Planning to review all the proposals with a recommendation to come to PBZ soon.
- 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
 - IEDA YP Networking Event in Decatur
 - 9th Annual Chicagoland Retail & Mixed-Use Summit
 - ICSC Chicagoland Retail Connection
 - ICSC NextGen Golf Outing
 - IEDC YP Subcommittee Conference Call
 - IEDC Webinar on "The ED Website of the Future"

Retail - ICSC

- Mr. Kramer continued planning several P3 events – panel discussion at Chicago Deal Making and a day conference in March.
- Plans continued for the Chicago Deal Making shows in the fall. Hoffman Estates will not be going to the New York show this year due to the current workload with the City Works project and the impending western sub-area plan. Staff plans to attend next year though. In Chicago, however, Staff will attend and exhibit as well. The booth for the May RECon show has been booked and hotels will be booked soon.
- Staff met with a group who has a contract to purchase the old Hoffman Lanes site and redevelop it with retail and restaurants. The concept plan is before PBZ for a courtesy review.

Office/Industrial

- Staff continued to make contact with targeted companies for a formal business visit in 2018. Five visits have taken place with more being scheduled. Responses to visit requests are difficult to obtain so more time is spent trying to get a meeting.
- Staff has been working to sell the Old Fire Station 24 to an office user within Prairie Stone to help business retention efforts. Several meetings took place and the Board should have a purchase and sale agreement before them this fall. The plan will be to construct a new storage facility within Prairie Stone to replace the facility public works will be losing.

Tourism

WILLOW CREEK LEADERSHIP SUMMIT - AUGUST 9-11, 2018 - WILLOW CREEK SOUTH BARRINGTON CAMPUS

- Typically, Village hotels fill during the annual summit that can draw 10,000 guests to our area. This year, press releases citing changes in leadership caused the Chicago Marriott NW to see the cancellation of two large group blocks (20 room nights and 50 room nights). Hilton Garden reported their groups did come in but chose to meet at the hotel and not attend the summit. Our remaining hotels did not fill citing a 20% drop in their occupancy during Leadership Summit comparing year over year results.

SPORTING EVENT CULTIVATION - LIFE ZONE 360, CANLAN SPORTS COMPLEX, LEAF ICE ARENA AND MY HOCKEY

- Tourism Office maintains a referral relationship with neighboring Convention Bureaus (Elgin/Fox Valley and MEET Chicago NW) that has provided opportunities for Hoffman Estates' hotels to receive occupancy during fall sporting events typically housed at facilities located in surrounding communities. Staff met with event organizers at LifeZone 360 that created an RFP to secure the residency program for the US Olympic Handball Team which can result in competitive events being held at the SCA that would draw teams from around the world. MEET Chicago NW brought Hoffman Estates' hotels into the US Cheer Events in April 2019 and continues to utilize the SCA as a draw for competitive tournaments for world-class athletic events. Contacted several area sports facilities to explore how Hoffman Estates' hotels can provide lodging for their athletes during competitions.

Tourism (Cont.)

CELTIC FEST - OCTOBER 6, 2018 - SCA

- This will be the 7th year Hoffman Estates will host the FREE family fun fest featuring Celtic musicians and dancers, a Celtic Marketplace, live animals such as the Great Lakes Irish Wolfhounds, Birds of Prey, and of course the Unicorns. To add to the merriment this year, Celtic Fest will feature its own version of the Highland Games and utilize the entire SCA floor to set up rides, obstacle courses, and games to highlight Celtic traditions.

MEETINGS/ACTIVITIES

- Attended Senior Commission meeting.
- Attended Celtic Fest Commission meeting.
- Hosted site visit with tour operator Bright Spark out of Michigan.
- Met with "The Fun Ones" at SCA to strategize filling space with Celtic themed attractions.
- Met with Midlands Wrestling Tournament (December 29-31, 2018) organizers at SCA.
- Met with Hilton Garden Inn sales team.
- Met with Chicago Marriott NW sales team.
- Organized August Senior Appreciation Luncheon and entertainment (151 boxed lunches from Subway).
- Referred Main Event for large AT&T fundraising event.
- Arranged complimentary lodging for visiting Fire Department volunteers in to pick up purchased equipment.
- Met with marketing/sales director for Los Fernandez Restaurant to assist in promoting events and specials.
- Provided recaps of proposed Village developments to hotels for their annual plan creation.
- Attended I-90 Barrington Station Grand Opening and circulated information to hotels.
- Provided Village business contacts for Health & Human Services Health Fair.
- Provided contacts to SCA for their restaurant marketing opportunities
- Creating ad featuring new Tourism logo and branding for Daily Herald Hospitality Expo materials on November 8, 2018 at Stonegate.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention



VILLAGE MANAGER'S OFFICE

Memo

TO: President & Board of Trustees
FROM: James H. Norris, Village Manager
RE: 1355 WESTBURY DRIVE AT&T LICENSE EXTENSION - PB&Z
ITEM IN REVIEW
DATE: September 13, 2018

Urgent For Review Please Reply

Although staff has continued to work diligently with AT&T consultants to finalize a license extension for cellular antennas at the 1355 Westbury Drive water tank, a final agreement is still not available. AT&T has delayed the process by continuing to seek changes to the draft agreement reviewed by the Planning, Building & Zoning Committee in January 2018.

While the current agreement remains valid until 2021, AT&T's consultants had expressed urgency in finalizing this extension. However, the lack of progress and delays in communication make it unlikely the final version will be wrapped up in the next month.

Rather than continue to carry this agreement forward under Items in Review, it is recommended that the Committee direct staff to remove this from the agenda if a final extension agreement is not ready for the October 8, 2018, agenda.



James H. Norris, Village Manager

JHN/ds

cc: Doug LaSota
Peter Gugliotta