

This meeting is being held via telephonic attendance.

**AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
August 3, 2020**

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 -** July 6, 2020
July 20, 2020 (*Special Meeting*)

NEW BUSINESS

1. Request approval to allow automatic three year renewal of participation in the Cook County HOME Investment Partnership Program Consortium.
2. Discussion regarding a request for short-term rental units within residential zoning districts of the Village.

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

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**

July 6, 2020

I. Roll Call

Members in Attendance:

**Gary Stanton, Chair
Karen Arnet, Vice-Chair
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee (via electronic attendance)
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Peter Gugliotta, Director of Dev. Services
Patrick Seger, Director of HRM
Rachel Musiala, Director of Finance
Bev Romanoff, Village Clerk
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Manager
Ryan Johnson, Mgmt. Analyst
Ric Signorella, CATV Coordinator**

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the Planning, Building & Zoning Committee meeting minutes of June 8, 2020. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of an amendment to the Community Development Block Grant (CDBG) Citizen Participation Plan, and substantial amendments to the Village's Consolidated Plan 2015-2019 and Annual Action Plan 2019, to include CDBG Covid (CDBG-CV) funding and activities.**

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

Ryan Johnson addressed the Committee and reported that in April, Hoffman Estates was notified by HUD that it would receive a special allocation of CDBG funds (CDBG-CV) to be used to prevent, prepare for, and respond to Covid. The Village's allocation is \$145,053 and funds must be expended by September 30, 2022. Certain CDBG requirements were waived by HUD in order to expedite the use of funds. Amendments were made to the three CDBG plans in order to program the additional CDBG-CV funds.

During the public comment period from July 1 to July 6, 2020, three grant funding requests were received for a portion the Village’s CDBG-CV and include the CAC for \$4,500; Clearbrook for \$16,640 and Wings for \$5,000. Their requests are attached and incorporated into these minutes.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve an amendment to the Community Development Block Grant (CDBG) Citizen Participation Plan, and substantial amendments to the Village’s Consolidated Plan 2015-2019 and Annual Action Plan 2019, to include CDBG Covid A(CDBG-CV) funding and activities. Roll call 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**
- VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:21 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

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

July 20, 2020

I. Roll Call

Members in Attendance:

**Gary Stanton, Chair
Karen Arnet, Vice-Chair
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Patti Cross, Asst. Corporation Counsel
Rachel Musiala, Finance Director
Patrick Fortunato, Fire Chief
Paul Bilodeau, Asst. Fire Chief
Matt Galloway, Fire Dept.
Ryan Johnson, Mgmt. Analyst
Bev Romanoff, Village Clerk
Mark Koplin, Sears Centre Arena
Ted Bos, Police Chief (via electronically)
Kelly Kerr, Public Works (via electronically)
Monica Saavedra (via electronically)
Ric Signorella, CATV Coordinator
Jennifer Horn, Director of Trans. & Eng.
Suzanne Ostrovsky, Asst. to the Village Mgr.**

The Special Planning, Building & Zoning Committee meeting was called to order at 7:28 p.m.

NEW BUSINESS

- 1. Request approval of the Community Development Block Grant (CDBG) Consolidated Plan 2020-2024 and Annual Action Plan 2020.**

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

Ryan Johnson addressed the Committee and reviewed both the CDBG Consolidated Plan as well as the Annual Action Plan. He reported that the Village will be allocated \$246,577 for Program Year 2020 and estimates an additional \$71,018 of unused funds

from previous program years will be available, equaling a total of \$317,595 in available funds. The individual projects identified include \$183,595 for neighborhood infrastructure projects, \$20,000 for public facility improvements, \$65,000 for the housing rehabilitation program and \$49,000 for planning and administration costs.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Community Development Block Grant (CDBG) Consolidated Plan 2020-2024 and Annual Action Plan 2020. Voice vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 7:36 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 to allow automatic three year renewal of participation in the Cook County HOME Investment Partnership Program Consortium

MEETING DATE: August 3, 2020

COMMITTEE: Planning, Building & Zoning

FROM: Peter Gugliotta/Ryan Johnson ^{PG RJ}

REQUEST: Request approval to allow automatic three year renewal of participation in the Cook County HOME Investment Partnership Program Consortium.

BACKGROUND: In 2014, the Village elected to join (with several other communities) the Cook County HOME Investment Partnership Program (HOME) Consortium. The HOME Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds to support housing activities for the benefit of low and moderate income persons. HOME funds can be used for projects such as low-to moderate-income housing development or other housing assistance and support programs. The Village has never pursued use of HOME funds from either the State or County due to the extensive staff resources that would be needed to initiate and administer a project. Membership in the County Consortium automatically renews every three years - the Village last renewed in 2017 and the next renewal will happen this year.

DISCUSSION: By participating in the County Consortium, the Village is eligible to pursue funding from a pool available through a Cook County process, rather than through the State of Illinois. Unlike the State, Cook County would participate in administration of any project in the Village, although there would still be a need for Village staff resources (which are currently not available). Although it has not been practical to pursue HOME funding for projects in the Village, as a member of the County Consortium, the unused amount of funding available to the Village will be accessible to benefit projects within Cook County, rather than left as part of the statewide pool.

Circumstances surrounding the Village’s participation in the Cook County HOME Consortium have not changed and there is still a benefit to continue dedicating the Village’s fund allowance to be part of the County funding pool. In the event the Village chooses to become involved in the HOME program in the future (either directly or in support of a developer-initiated affordable housing project in the Village), being a member of the County Consortium provides the best route for successfully obtaining funds.

SUMMARY:

Continued participation in the Cook County HOME Consortium will automatically renew for an additional three Federal Fiscal Years (2021-2023) unless the Village provides formal notification of its desire to opt out by August 7, 2020.

Participation in the Cook County HOME Consortium has no impact on the Village's annual CDBG funding allocation.

RECOMMENDATION:

Approval to allow automatic three year renewal of participation in the Cook County HOME Investment Partnership Program Consortium.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding a request for short-term rental units within residential zoning districts of the Village.

MEETING DATE: August 3, 2020

COMMITTEE: Planning, Building and Zoning

FROM: Kevin Anderson/Jennifer Horn/Peter Gugliotta *PG*

REQUEST: Discussion regarding a request for short-term rental units within residential zoning districts of the Village.

BACKGROUND: In response to a neighbor complaint, the Code Enforcement Division has notified property owners, Baseerul and Shehla Haq, and their leasee, Rizwan Mirza, that they cannot operate a short-term rental business in a house within a residential district in Hoffman Estates. In response to the violation notice, the owners and leasee submitted the attached letter requesting the Village consider amending its Municipal Code to allow the property to be used as a commercial short-term rental property.

Short-term rental units are considered business uses by the Village's Zoning Code (similar to a hotel) and are not permitted in any residential zoning district. Offering residential units for short-term rental through internet based companies as an alternative to traditional hotel has become increasingly popular over the last several years. The most popular is Airbnb, but there are others such as FlipKey, HomeAway, Vrbo, Hot Pads, Home to Go, and more. The companies match customers to "host" properties, which range from a single "spare" bedroom within an owner occupied home to an entire single-family home, condominium unit, or townhome. Stays range from one night to a week or more. Payments occur through the company's online platform and guests gain access to the site by exchanging keys face-to-face or retrieving keys from a lockbox on site.

DISCUSSION: While a short-term rental can provide a property owner with the benefit of business income, it can also raise a variety of concerns for neighbors and the community in general. In some cases, short term rentals are marketed for parties, reunions, banquets or celebrations. Many communities have created a license process to manage short-term rentals while others continue to prohibit them.

DISCUSSION: (Cont'd)***Survey of Surrounding Communities***

In 2017, the Northwest Municipal Conference (NWMC) surveyed area municipalities to see how widespread short-term rentals are and if communities had enacted regulations. A copy of this survey is attached. At the time of the NWMC survey, many communities had not yet developed specific regulations. Since the industry has grown over the last few years, staff conducted a more current survey of surrounding and comparable communities, which is also attached. Of the 11 communities recently surveyed, 8 permit short-term rental units, including neighboring Schaumburg and Streamwood. Of those 8, 4 require the owner of the unit to obtain a license requiring an annual fee and inspection. The other 3 communities surveyed (Elk Grove Village, Mount Prospect and Palatine) do not permit short-term rentals.

Enforcement

While there are not a large number of verified short-term rental units in the Village, staff does regularly receive inquiries and complaints about possible short-term rental properties. These complaints are followed up by Code Enforcement Officers or sometimes with the assistance of the Police Department. Since most online platforms do not advertise rentals with a specific address, it is unclear exactly how many there may be within the Village at any given time. Over the past several years, the Code Enforcement Division has formally pursued at least 5 short-term rental violations and has investigated several others based on resident complaints.

It is important to note that the Village's Residential Rental License Program would not apply to a short-term rental since it excludes commercial uses such as hotels and motels where the occupants of the structure are transient. The current Rental Program is intended to license and inspect properties where a specific tenant uses the house on a long-term basis as a principle residence. The Village's Home Based Business regulations would also not apply to short-term rentals since those limited business uses are only permitted as an accessory to the principle use of a house as a residence. In an owner-occupied home, renting out a room through an online platform would not violate the Municipal Code as long as the structure is not physically modified to be a multi-unit building. In such a case, the principle use of the house would still be as a residential dwelling.

Community Considerations

Allowing a house to be used for short-term rentals has the benefit of providing property owners a means of generating business income. While the income may benefit the owner, the transient nature of the occupancy by individuals who do not have a long-term vested interest in a neighborhood can create friction with existing residents.

Locally, resident complaints have raised issues of discomfort living adjacent to a unit with a transient population (especially on small lots or in attached units), and some residents feel short-term rentals are a threat to their safety, sense of community, and property values. While residents may not always be close friends with their neighbors, most people do desire living in an environment where they feel they know and trust those around them. With a transient population, there can also be a fear of not knowing who may rent the unit in the future. Another general concern for the community is that typical houses in the community are not regularly inspected for physical safety issues on an ongoing basis (other than residential rental properties or when work is inspected as part of a new permit).

DISCUSSION: (Cont'd)

In other communities, there have been occasional instances where the customers staying in the short-term rental have hosted large parties or exhibited behaviors (sometimes including criminal) that can be very disruptive in a neighborhood. While rare, these instances do happen and are a risk to consider. Across the country, short-term rentals have become controversial, most often in areas where there is a very high tourism demand. In some cases, the character of entire neighborhoods has changed due to a high percentage of short-term rentals versus owner-occupied homes. These extreme scenarios are very unlikely locally due to Hoffman Estates' geographic location and the fact that our community is a portion of a much larger region.

SUMMARY:

There has been very little demand from property owners to establish short-term rentals in the community; however, the instances where they have become known have generated neighbor complaints for a variety of reasons. The resources and potential negative impacts from permitting short-term rentals could be high compared to the benefits.

If the Village chose to allow short-term rentals, it would require amendments to Chapter 9 (Zoning) and Chapter 8 (Licenses) to establish the regulatory framework and process. Currently, the Village does not have a structure in place or specific staff dedicated to managing and monitoring this type of program, so operational changes would be needed and there could be potential costs associated with this. The number of short-term rentals would likely not be significant and a license program could provide annual or semi-annual inspections to ensure life-safety requirements are met and that no other obvious physical code violations exist. However, there is no practical way to monitor or control how the occupants of a rental behave within the context of a residential neighborhood.

It is requested that the Committee provide direction to staff on whether or not to proceed with drafting amendments to the Municipal Code and creating procedures to permit/license short-term rentals. If the Committee desires to permit short-term rentals, staff recommends that certain regulations be considered to minimize negative impacts on the community and adjacent properties, potentially including these or others:

- ◆ Requiring an annual (or semi-annual) registration or license, fee, and inspection
- ◆ Limiting the number of short-term rentals within a certain distance
- ◆ Restricting short-term rentals to certain zoning districts
- ◆ Requiring hosts to take a crime free housing class
- ◆ Levy taxes on short-term rentals (similar to a hotel tax)
- ◆ Potentially require a public hearing through a special use process (some communities require this for short-term rentals like a bed and breakfast)

FINANCIAL IMPACT:

Creating a new license and inspection program may likely require additional staff and other costs, however, these could possibly be partially offset through license fees. Applying a new tax to short-term rentals may be possible, but it may require significant time to implement, verify, and enforce remittance.

FINANCIAL IMPACT: (Cont'd)

For reference, Schaumburg and West Dundee levy taxes on short-term rentals (similar to a hotel tax). Schaumburg is paid monthly by Airbnb through a voluntary collection agreement. West Dundee requires owners to remit short-term rental taxes to the Village on a monthly basis.

RECOMMENDATION:

Information is presented for discussion.

Attachments

cc: Baseerul and Shehla Haq
Rizwan Mirza

RECEIVED

JUL 15 REC'D

July 10, 2020

James H. Norris

JHN/ds

CC: Peter Gugliotta
Bryan Ackerlund
Kala Kuttenberg
Dan O'Malley

Office of Village Mgr.
Hoffman Estates

Dear Mr. Norris and respective members of staff in CC,

This is a formal request to the Village Board of the Village of Hoffman Estates to make changes to the Village Code to allow short term rentals. We along with our Tenant Rizwan Mirza were unaware of an Ordinance, Section 9-6-1-B as online research in the Village Code and Zoning Ordinance was performed prior to employing this short term rental option at our property located at 1987 Dunmore Pl. We request to maintain our short-term rental option and allow us and our tenant to utilize our property for short term rental basis. Mr. Rizwan Mirza is a respectable individual that has a code of ethics that he stands by. The property is visited nearly on a daily basis to ensure its upkeep and maintenance and has technology installed and monitored to ensure there are no disruption in the neighborhood.

The Short-term tenants in many cases are corporate clients that come to work in or around the Village of Hoffman Estates. As it is in our best interest, our short-term renters go through a background check and present all valid identifications and validations prior to us executing their stay. The typical stays vary from weekly, monthly, quarterly or longer stays. When there is a lack of short-term tenants, we utilize platforms like Airbnb / VRBO to maintain occupancy. These platforms have a host Protection Insurance program providing primary liability coverage for up to \$1,000,000 per occurrence in the event of a third-party claim of bodily injury or property damage related to an Airbnb stay. Rizwan Mirza has established this type of short-term rental model for corporate leasing on properties in the surrounding villages and confirmed that there are no such ordinances. This includes our neighboring Village of Schaumburg, Village of Streamwood and Village of Bartlett. Additionally, the short-term rentals that stay in this subject property bring a true opportunity to other diverse businesses in the area including St. Alexis Medical Center, Sears Center Arena, Main Event, Restaurants, shopping areas and other business units within the Village of Hoffman Estates.

With the utmost respect, we request you to make changes to the Village code to allow us to offer our property for short-term rentals. We look forward to hearing from you after the discussion of this item is placed in the future Planning, Building & Zoning Committee meeting of the Village Board.

Respectfully,

Baseerul & Shehla Haq
1720 Hartley Drive
Algonquin, IL 60102

Rizwan Mirza
1987 Dunmore Place
Hoffman Estates, IL 60619

Short-Term Rental/Home-Sharing Property Survey

November 2017

Municipality	1. Do you have any short-term rental or home-sharing properties such as Airbnb in your village/city? If so, how many?	2. What legislation or ordinances does your village/city have that regulates short-term rental/home-sharing properties? Could you provide a copy of the legislation or ordinance?	3. Are short-term rental/home-sharing property owners required to hold a business license? If so, what is the cost?	4. Are background checks on the owner/host of the short-term rental/home-sharing property required in your village/city?	5. Are owners/hosts of the short-term rental/home-sharing properties required to take a class or seminar on renting out their property?	6. Are the short-term rental/home-sharing properties in your village/city required to get property maintenance inspection by your Property Maintenance Inspector or your Health Department?	7. Are owners/hosts of the short-term rental/home-sharing properties required to keep records of guests/tenants that utilize their short-term rental/home-sharing service?	8. Does your city/village impose a short-term rental/home-sharing tax on owners/hosts of said properties?	9. Does your village/city regulate the frequency an owner or host can rent their property on home-sharing websites or apps?
Antioch	No		No	No	No	No	No	No	
Arlington Heights	A few, no exact count	No	No	No	No	No	No	No	
Barrington	Short-term rentals are not permitted	See attached	Short-term rentals are not permitted	Short-term rentals are not permitted	Short-term rentals are not permitted	Short-term rentals are not permitted	Short-term rentals are not permitted	Short-term rentals are not permitted	
Buffalo Grove	We are aware of 1	N/A							
Des Plaines	Yes, however, at this time the City of Des Plaines does not regulate them	NA	NA	NA	NA	NA	NA	NA	
Evanston	There are less than 5 licensed		No	No	No	Yes, inspection by Health Department	Yes,	No, only a limitation that the property cannot be rented more than once per day or for a period less than 24 hours	
Fox Lake	Yes/13-15	See attached	They are required to hold a Special Use Permit \$400 filing fee, \$700 Public Hearing Fee	No	No	Yes. Every 6 months.	No	No	
Glencoe	Yes, there is one home-sharing property	We do not have any at this time	No	No	No	No	No	No	
Grayslake	We do not track this	None	N/A	N/A	N/A	N/A	N/A	N/A	
Hoffman Estates	Not aware of any	Short term rental uses are businesses and are governed by each individual Zoning district where the property is located. None of our residential districts list these as permitted or special uses and therefore they are prohibited. We do have allowances for home based businesses, but those are only allowed as ancillary uses to a primary use as a residence	NA	NA	NA	NA	NA	NA	
Lincolnshire	No	Attached are Short-Term rental code requirements (page 4 and 5): http://lincolnshireil.gov/sitemedia/documents/quick_links/Village-code/title-6/code0603.pdf	No, we do not license any type of businesses	No	No	No	No	No less than 3 months and 2 times a year	
Niles	No	We do not have regulations specific to short term rentals--they have not been a concern or an issue here to date	N/A	N/A	N/A	N/A	N/A	N/A	
Streamwood	Not aware of any	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Vernon Hills	We currently have 6 that are operating legally. Vernon Hills is following up by requiring property owners to cease short term rentals	Zoning Code prohibits short term rental	N/A Not permitted	N/A Not permitted	N/A Not permitted	N/A Not permitted	N/A Not permitted	N/A Not permitted	
Wilmette	Yes, 10-15 That we know about	We currently have no ordinance pertaining to such rentals	No	No	No	No	No	No	

Short-Term Rental Community Survey - July 2020

Municipality	Short-Term Rental Units Permitted?	Applicable Regulations
Bartlett	Yes	
East Dundee	Yes	
Elgin	Yes	Annual rental license, inspection and fee.
Elk Grove	No	Only long term leases allowed due to Crime Free Housing Program.
Hanover Park	Yes	
Mount Prospect	No	Min. one month lease.
Palatine	No	
Rolling Meadows	Yes	Annual rental license, inspection and fee.
Schaumburg	Yes	Annual rental license, inspection and fee. Airbnb remitting tax through agreement.
Streamwood	Yes	Annual rental license, inspection and fee.
West Dundee	Yes	Short-term rentals not permitted in single room or portion of the home. Owners required to remit short-term rental tax.



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Jenny Horn, Director of Planning & Transportation

August 3, 2020 *JH*

PLANNING AND ZONING COMMISSION MEETINGS

July 15, 2020 Meeting

- Arena – Master Sign Plan Amendment (**APPROVED**)

Upcoming August 5, 2020 Meeting

- Meeting Cancelled – No Petitioners

Upcoming August 19, 2020 Meeting

- Resident, 1230 Hunters Ridge West – Variation for setback reduction for patio

CURRENT ACTIVE PROJECT REVIEWS

- Hoffman Plaza, East Side Roselle Road (outlot 3)– Site Plan and for new outlot building and Special Use for animal hospital
- Ziegler Land Rover/ Mercedes, 1000 W. Golf Rd. – Site Plan Amendment for parking lot renovations
- SEC Rohrsen Road & Golf Road – Annexation, Zoning, Plat, Site Plan for Hindu Wellness Center & Temple and single family homes
- Hoffman Technology Park, north side of Lakewood Blvd. – Concept Plan for data center
- Plum Farms - 5a7, LLC, IL Rt. 72 near Old Sutton Rd – water and sanitary sewer crossing of Rt. 72
- WT Engineering, 2601 Pratum– Special Use and Site Plan Amendment for parking lot expansion office/brewery
- Adesa Expansion (Beverly Road & PSP) – Site Plan, Plat, Rezoning for parking storage lot expansion
- Ala Carte Entertainment, 2575 Higgins Road (former Macaroni Grill) – Concept Plan for new restaurants/gas station
- 75/85 Golf Road – potential Site Plan for purchase from Village and new development
- Fountain Crossing Lot 7b, Site Plan for speculative industrial building

POTENTIAL UPCOMING PROJECTS

- Bell Works – Site Plan and Subdivision to construct new townhomes and apartments
- Bell Works – Site Plan for Phase 2 building re-occupancy
- Vequity, 2 E. Higgins Rd – Site Plan for new gas station and convenience store
- WT Properties, 80 W Higgins Rd, former Hoffman Lanes – Site Plan and Plat for redevelopment
- BP Gas Station – 2598 W Higgins Rd – Site Plan Amendment for redevelopment
- Quality Inn, 2075 Barrington Rd – Special Use for change in ownership and Site Plan Amendment for building addition
- WT Properties, Roselle Road area (east side) storm sewer replacement – Site Plan and Plat
- Moretti's Restaurant Mall, Barrington/Higgins – Master Sign Plan
- Fulcrum Bioenergy, SW corner Higgins/Beverly – Site Plan for new industrial building
- Beacon Pointe Phase 2, Beverly/Shoe Factory – discussions on potential development
- 2354 - 2360 Hassell Rd. Offices – Site Plan Amendment for retail uses sidewalks, landscaping and other site changes
- Zoning Code Text Amendments –Uses, Accessory Structures, Signs, etc.

KEY ACTIVITIES

- **FOIA:** The Planning Division processed 1 FOIA and 1 Zoning Verification Letters in July.
- **Village Green Ad Hoc Committee & Master Plan:** Staff is preparing the bid notice for the Village Green Phase 1 construction (mass grading and utilities) for release in early August.
- **Barrington Road & I-90 Sub Area Plan:** Discussions recommenced with the project consultant (Farr Associates) after being put on-hold due to COVID-19. The process is resuming.
- **Central Square (Community Development) Software Transition:** Staff attended virtual training on the new software the week of July 13. Testing of the system is ongoing with a go-live date anticipated by the end of the year.
- **Staff Recruitment:** The recruitment for the vacant Development Services Technician position is ongoing with interviews the week of July 27.
- **Planning Project Review Activity:** A summary of project submittals processed by the Planning Division for the month of July is outlined below:

Planning Projects Submitted/Under Review		
Project Type	July	2020 YTD
Courtesy Review	0	0
Site Plan	1	4
Special Use	1	3
Variation	1	4
Master Sign Plan	1	1
Plat	0	1
Rezoning	0	0
Annexation	0	0
Total	4	13

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	July		3rd Quarter		Year to Date	
Number of administrative site plan cases completed	0	N/A completed administratively	0	N/A completed administratively	0	N/A completed administratively
Number of PZC site plan cases completed	1		1		2	
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	July		3rd Quarter		Year to Date	
Number of cases processed within 105 days	0	N/A completed within 105 days	0	N/A completed within 105 days	2	N/A completed within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts*	July	3rd Quarter	Year to Date	Year Target
Number of staff coordination Site Plan meetings held	5	5	27	48

*Site Plan and other internal meetings are being held remotely using video conferencing software

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- The Village Board approved substantial amendments to the Citizen Participation Plan, 2015-2019 Consolidated Plan, and 2019 Annual Action Plan during the July 6 meeting. The revised 2019 Annual Plan now includes public service activities and administration funding for Covid-response, utilizing a \$145,053 allocation of CDBG-CV funds that the Village will receive as part of the CARES Act.
- A 30-day public comment period for citizen input on the Village’s proposed 5-year 2020-2024 Consolidated Plan and 2020 Annual Action Plan (AAP) was completed on July 20th. A public hearing to discuss the proposed plans took place at Village Hall on July 14, and the plans were approved by the Village Board on July 20. The plans must now be submitted digitally to HUD by the 15th of August. The Village anticipates a \$246,577 allocation of CDBG funds in 2020.
- Staff participated in virtual meetings with members of the Northwest Suburban CDBG Network to discuss CV funding regulations, potential Covid-response activities, and the Consolidated Plan process.
- On July 23rd, Cook County requested renewal of the Village’s membership in the Cook County HOME Consortium, and this item is being presented to this Committee on August 3.
- Participated in a July 30th Assessment of Fair Housing (AFH) virtual meeting with the Cook County Consortium and consultant Enterprise Partners to discuss proposed AFH goals. The AFH now faces an uncertain future, as the basis for the AFH, the Affirmatively Furthering Fair Housing Act (AFFH) established by Presidential order in 2015, was terminated by HUD Secretary Ben Carson on July 23.
- Submitted Quarterly spending report to HUD. The Village did not draw down funds in the 3rd Quarter of the Program Year, but expects to make large draws on CDBG funds for upcoming street projects.
- Submitted Single Family Rehab (SFR) program reminder for inclusion in upcoming water bill.

The information below is for the 2019 CDBG Program Year (October 1, 2019 through September 30, 2020):

CDBG Expenditures and Reporting Ratio	July	4th Quarter*	Year to Date	Current Reporting Ratio
	\$0	\$0	\$192,211.22	1.44
"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	July	4th Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	0	3
Housing & related issues education pieces released	1	2	3	5

*The 4th quarter of the CDBG Program Year runs from July 1 through September 30.



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Bryan Ackerlund, Director of Building & Code Enforcement *BA*

August 2020

GENERAL ACTIVITIES

- On July 9, 2020, Kala Kuttnerberg & Kathleen Kuffer attended a GoToMeeting webinar on Safeguard Properties Webinar Series for Bridging the Gap between Code Enforcement and Mortgage Servicers to Develop Solutions.
- On July 29, 2020, Kala Kuttnerberg, Kathleen Kuffer, Kiley Gardner & David Banaszynski attended a GoToMeeting webinar on IACE Presents Bridging the Gap between Law Enforcement and Code Enforcement.
- A total of 4 new single family homes are in various stages of construction.
- Code Enforcement's new digital citation system, DACRA, went live on July 22, 2020. This service will provide for a more efficient approach by streamlining the process to allow the Code Officers to create and look up citations in the field.
- David Banaszynski, along with the Code Enforcement Officers, completed re-inspection follow ups on various food service establishments to ensure they were fully implementing the guidelines of Phase 4 of Restore Illinois.
- Routine health inspections resumed in July, marking a shift from predominantly a COVID-19 focus of the Environmental Health Program.
- Inspection staff has been working closely with the contractors and ownership of the new Holiday Inn Express to coordinate a path to occupancy. On July 29, 2020 a temporary certificate of occupancy was issued while remaining outstanding items are finalized.
- The new 7-11 gas station and convenience store at the corner of Higgins Road & Governor Lane began construction. The framing of the building shell is nearing completion while trades continue other work on site.
- Progress remains steady at the Alexian Brothers Behavioral Health Hospital addition. Structural steel began vertical installation and the mechanical and plumbing systems are underway. Occupancy is expected in late 2020.
- A new Mechanical/Electrical Inspector, John Staschke, was hired and began employment July 6, 2020.

Bell Works Construction Update:

- Phase 1 has entered into the final stages of interior construction. The atrium has been overhauled with a modern design encompassing glass railings and updated color schemes. Ownership is targeting a late summer occupancy for its first tenant.
- Somerset Development's team presented a property maintenance proposal to the Village for Phase 1 occupancy. The plan is under review while staff determines how it will affect future occupancy and how it incorporates into the overall site work.

Central Square Community Development Software Conversion (formerly TRAKiT)

- The first round of training occurred during the week of July 13, 2020 via remote meeting sessions. This was the Village's first experience visualizing and using the system with our own data and records. Multiple departments are coordinating to comprehensively test the system functionality and maximize user productivity.

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 July will be distributed once available.

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

August 2020



Economic Development

- Continued to update the available properties online database on the Village's website.
- Staff facilitated and participated in calls, emails, social media messages, texts and meetings with land owners, brokers, developers and property owners about potential development in Hoffman Estates.
- Continued working with Corporation Counsel to draft a purchase and sale agreement for 75-85 Golf Road to a developer and operator of a fast-food restaurant. This agreement should appear before this committee in the next month.
- Continued to promote NLNW with the design team and marketing team. A pitch night is expected later this fall with possibly two Hoffman Estates companies.
- Continued reviewing a reimbursement submittal for the Higgins-Hassell TIF District related to the Poplar Creek Bowl façade renovations, public infrastructure around the Buona Beef rebuild, and other TIF eligible improvements around the site.
- Held meetings and calls with Ziegler Auto Group regarding their two dealerships in town and the possibility of adding another at the former Land Rover site.
- Worked with Staff to coordinate with Tria Architects on Phase I of the Village Green improvement work. Also worked with Corporation Counsel to finalize a draft of the contract with the contractor to include in the bid documents.
- Met with members of Pine Tree Commercial, the Mayor, Trustee Stanton and staff regarding refilling the former Sports Authority space. The space could be filled with two large retail tenants but may need some assistance.
- Met with the Economic Development Commission chairman to discuss the future direction of the committee. Began working on the outline for a working session for the commission meeting on August 5th.
- Worked with the Development Services intern to finalize a redesign of the Economic Development division webpages and the quarterly economic development e-newsletter.
- Responded to two state-wide RFIs looking for office space for corporate headquarters and call centers. Bell Works was submitted for both sites as it's ready for those users now.
- Reviewed the 59-90 gateway sign agreements with McShane, finalizing them with Corporation Counsel to bring forward to the board for approval with the sign construction contracts.

- Met with the property owner of the former bowling alley site at 80 W Higgins Road and continued drafting an agreement which would facilitate the reconstruction of failing storm sewer pipes, alleviate flooding in the watershed and make properties along Higgins Road more developable. This agreement should be ready in the next month or two.
- Economic Development staff attended the:
 - Monthly Bell Works Check-in Call
 - Monthly Next Level Northwest Board Meeting
 - Monthly Hoffman Estates Chamber Membership Committee Meeting
- Updated the business resource and “open restaurants’ pages on the Economic Development page of the Village website to inform our local businesses resources available to them and residents of which restaurants are open for pick up, delivery, outdoor dining and limited indoor dining.

Tourism

Tourist in your own Town (working title) - video concept - restaurants, hotels and attractions

- The Tourism Office and Economic Development Department have been working on a video concept that would allow us to highlight three restaurants, hotels, or attractions each month by creating brief entertaining videoed visits. A mailing will invite these stakeholders to submit their interest in being showcased in the monthly video piece. Keeping the video short will allow us to post the clips on the Village website and social media platforms. This program is designed to support the hospitality venues as they reopen and highlight how each is practicing enhanced safety protocols. Appreciating that not all residents utilize social media, we will also feature the link in the monthly Village newsletter. Staff will solicit input and suggestions for a title for this project.

Market updates

- Hawthorn Inn and Suites will be rebranding to Sonesta and will no longer be a part of the Wyndham brand. They will be hiring a new director of sales soon.
- Quality Inn is in the middle of re-branding to Comfort Inn and a property wide renovation. They have furloughed their Jacaruso off-site sales representative.
- Hampton Inn and Suites has just completed their property wide renovation. They have furloughed their off-site Jacaruso sales representative but retained their on-site director of sales.
- Holiday Inn Express obtained a temporary CO at the end of July and hope to open all floors of the hotel after elevator repairs have finalized. The general manager and director of sales are on-site and active.
- Country Inn and Suites continues airport shuttle based upon availability.
- Hilton Garden Inn has retained their general manager and sales team.
- Hyatt Place has retained their general manager and sales team.
- Red Roof Inn Plus has hired an off-site sales rep.
- Chicago Marriott NW has sold and Hostmark Hospitality hired been as the property management group. The new owners plan a property wide renovation. The general manager was released and the owner's rep will manage the property until they accomplish 50 rooms sold per night. The director of sales has been retained, while all catering sales team members are still furloughed. Additionally, sales coordinator and sales manager positions will not be brought back at this time.
- Schaumburg Holiday Inn now operates as Schaumburg Inn until September, then they are rebranding to Radisson. This should result in more reservation contributions for the new Holiday Inn and Suites.

Webinars - Tourism Office attends and sends recaps to hotels, keeping them current on trends and best practices

- Traveler safety after Covid 19 - How Business Travel providers are stepping up.
- Travel Vitals - Getting the world moving again.
- Are you ready for September - The return to air travel.
- Business Travel forecast - 7 ways to prepare your program.

Current leads - Tourism Office is sending leads and collecting bids for the following:

- Illinois Recreational Cheerleading Association (IRCA) - December 2020 (NOW Arena)
- Midlands Wrestling Tournament - December 2020 (NOW Arena)
- Tony Robbins - March 2021 (NOW Arena)

Meetings/Activities

- Weekly update meeting with Economic Development.
- Weekly updates with Midlands Tournament organizer - Women's' wrestling teams added in 2020.
- Identified venues that might be outsourcing events due to new social distancing regulations for possible Arena targets.
- Sourced temporary sales staff to prospect leads for smaller events that might fit in the Arena spaces.
- Monthly update call with MEET Chicago NW.
- Monthly update call with Elgin/Fox Valley CVB.
- Solicitation from Choose Chicago - Alerted to potential rebook Tony Robbins event.
- Attended Village Virtual Town Hall Meeting.



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention

ARFC Survey: 1.2 million businesses may close for good by September

June 12, 2020

The America's Recovery Fund Coalition (ARFC), of which ICSC is a founding member, has released findings from a [new small business survey](#) on COVID-19's impact. The survey shows that without additional fiscal support, 1.2 million American small businesses could be closed for good by September. At this time, 62% of small businesses cannot rule out layoffs in the next 60 days — even as the economy begins to reopen.

"Last week we saw some changes to the Paycheck Protection Program (PPP), reducing the payroll requirement from 75% to 60%, but this is still not enough," Trevor Hanger, Research Director for ARFC, said. "The pandemic requires businesses to take on additional overhead costs when reopening to adhere to new safety guidelines, and 47% of small businesses we surveyed said PPP did not give them enough funds to cover those costs.

Further, our survey found that businesses that are reopening are experiencing an 85% decrease in revenue. Bottom line: American enterprise is in grave danger. We need to do more."

"America's Recovery Fund would allow businesses to reopen with certainty, providing grants to fill the gaps between expenses and revenue, through a simple, easy-to-use application," Jennifer Platt, ICSC Vice President for Federal Relations, said. "Nearly 70% of shopping center tenants are small businesses that employ less than 10 people. This fund would help the many industries that make up our shopping centers, including retailers, restaurants, salons, gyms, health centers and service providers."

"Without bold and immediate help, we are at risk of losing small businesses — the face of American enterprise," said Nancy Hoffman Vanyek, Chief Executive Officer of the Greater San Fernando Valley Chamber of Commerce. "Our communities are suffering. 50% of businesses were closed longer than eight weeks, and over a quarter of businesses are still closed today. Reopening isn't as simple as flipping a sign in the window — 70% of SSBC members are having to invest even more money into overhead to buy personal protective equipment (PPE) in accordance with CDC guidelines. These unprecedented changes mean we need big ideas to keep businesses operating, from rehiring and keeping staff, to changing inventory, to creating new spaces for social distancing, to figuring out how to stay in business in the long run, we need America's Recovery Fund."

Report Findings:

- Of the 1,545 participating small businesses across 17 states surveyed, 47% said the Paycheck Protection Program did not provide enough funds to cover their overhead costs.
- Without additional fiscal support, 1.2 million American small businesses could be closed for good by September of 2020.
- At this time, 85% of businesses that have reopened say they are experiencing moderate to significant revenue decreases, with over half calling those decreases "significant."
- According to 69% of small businesses trying to stay open during the pandemic, they need more capital in order to cover overhead costs.
- Even as the economy begins to reopen, 62% of businesses say they cannot rule out potential layoffs of employees in the next sixty days.

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- Right now, 20% of small businesses surveyed said they would go out of business forever if they receive no additional help.

View the complete survey results here - <https://bit.ly/2ZrXLKN>