

This meeting is being held via telephonic attendance.

**AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
January 11, 2021**

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 - December 14, 2020

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. Update on Village Green Improvement Project.

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**

December 14, 2020

I. Voice

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Rachel Musiala, Acting Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Kevin Kramer, Economic Dev. Director
Al Wenderski, Director of Engineering
Suzanne Ostrovsky, Asst. to Village Mgr.
Ric Signorella, CATV Coordinator
Ken Koop, Risk Manager**

**Management Team Members
Via Telephonic Attendance:**

**Kasia Cawley, Acting Police Chief
Joe Nebel, Director of Public Works
Monica Saavedra, Director HHS
Paul Bilodeau, Acting Fire Chief
Fred Besenhoffer, IS Director
Joe Weesner, Senior Trans. Engineer
Patrick Seger, Director of HRM**

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Planning, Building & Zoning Committee meeting minutes of November 9, 2020. Roll call vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Special Planning, Building & Zoning Committee meeting minutes of November 23, 2020. Roll call vote taken. All ayes. Motion carried.

OLD BUSINESS

- 1. Request approval of an ordinance amending the Economic Development Commission of the Village of Hoffman Estates.**

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve an ordinance amending the Economic Development Commission of the Village of Hoffman Estates. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

1. **Request by Zeigler Hoffman Estates I, LLC for:**
 - a) **approval of a Redevelopment/Sales Tax Rebate Agreement for the Mercedes-Benz of Hoffman Estates redevelopment; and**
 - b) **an ordinance supporting a Cook County Class 7C classification for property tax assessment purposes for the site located at 1051 W. Higgins Road.**

An item summary sheet from Kevin Kramer and Art Janura was presented to Committee.

Kevin Kramer addressed the Committee and provided a summary of the request. Zeigler Auto Group purchased three dealerships (Infinite and Mercedes-Benz in Hoffman Estates and Land Rover/Jaguar in Schaumburg from Motorwerks in January of this year. Their sales were up 20%+ year to date and want to grow even more through the expansion of the Mercedes-Benz dealer and the addition of a formal Mercedes-Benz Sprinter Commercial Van dealership in the former Rover location. Zeigler reported that their gap to complete the redevelopment of the vacant parcel and add the new dealer to town was around \$3 million of the \$7.8 million project total. Payments would be made annually starting when a certificate of occupancy is obtained. The payments shall cease either after 10 years or when a max of \$3,000,000 is paid, unless a Cook County Class 7C is obtained by Zeigler, in which case a maximum of \$2,400,000 is paid as the value of the 7C is about \$600,000 over five years.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Redevelopment/Sales Tax Rebate Agreement for the Mercedes-Benz of Hoffman Estates redevelopment and approval of an ordinance supporting a Cook County Class 7C classification for property tax assessment purposes for the site located at 1051 W. Higgins Road. Roll call vote taken. All ayes. Motion carried.

2. **Request approval of Lakewood Center TIF Reimbursement Request #1 in the amount of \$25,374,818.04 and issuance of Lakewood Center TIF Notes A and B.**

An item summary sheet from Kevin Kramer and Art Janura was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to Lakewood Center TIF Reimbursement Request #1 in the amount of \$25,374,818.04 and issuance of Lakewood Center TIF Notes A and B. 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

Mayor McLeod wished Trustee Newell a happy birthday. He attended an EOC meeting on December 8 as well as a ribbon cutting for Webster Dental. On December 9, Mayor McLeod attended, on Zoom, a Unity meeting with Rep. Krishnamoorthi as well as the SWANCC Board of Directors meeting and the NWMC meeting by Zoom. Trustee Newell attended the JAWA meeting. On December 10, Mayor attended a legislative breakfast by zoom, as well as the promotion of Battalion Chief Raymond and a 4th of July Commission meeting; on December 11, he attended the Chamber Govt. Relations Committee and a National League of Cities meeting via Zoom. On Saturday, he and “Mrs. Claus” (Joane McLeod) finished their santa rounds and a ribbon-cutting at 136 W. Higgins in which Jesse White attended as well.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:23 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE

BY: Jennifer Horn, Director of Planning and Transportation *Jennifer Horn*

January 2020

PLANNING AND ZONING COMMISSION MEETINGS

December 16, 2020 Meeting

- Ziegler, 1051 & 1000 W. Golf Road – Site Plan Amendment for parking lot renovations - **APPROVED**
- Banfield Animal Hospital, Outlot 3 - Hoffman Plaza – Special Use/Site Plan for new building - **APPROVED**

January 6, 2021 Meeting

- Meeting Cancelled – No Petitioners

Upcoming, January 20, 2021

- 1280 W. Higgins, Special Use/Site Plan for stand-alone parking lot

CURRENT ACTIVE PROJECT REVIEWS

- SEC Rohrssen Road & Golf Road – Annexation, Zoning, Plat, Site Plan for Hindu Wellness Center, Temple and SF homes
- Popeyes, 65 E. Golf Road – Site Plan for new fast food restaurant
- BP Gas Station – 2598 W Higgins Rd – Site Plan Amendment for redevelopment
- Bell Works East Entrance Renovation – Site Plan Amendment for pedestrian bridge removal at east parking garage
- Destiny Church, 325 Illinois Blvd – Site Plan Amendment for green house
- Hoffman Technology Park, north side of Lakewood Blvd. – Site 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, 2785 Beverly Road – Site Plan, Plat, Rezoning for parking storage lot expansion
- 2575 Higgins Road (former Macaroni Grill) – Special Use and Site Plan for new restaurants/gas station
- Blackberry Falls Plat of Subdivision, 2353 Hassell Rd. – Plat of Subdivision for two existing buildings
- Birch Park, 1045 Ash Road – Government land use review of park renovations
- U-Haul, 2475 Pembroke Ave. – Special Use and Site Plan Amendment for redevelopment with 3-story 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
- WT Properties, 80 W Higgins Rd (former Hoffman Lanes) – Site Plan and Plat for redevelopment
- 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 Road – discussions on potential development
- 2354 - 2360 Hassell Rd. Offices – Site Plan Amendment for retail uses and site changes
- Zoning Code Text Amendments –Uses, Accessory Structures, Signs, etc.

KEY ACTIVITIES

Village Green Ad Hoc Committee & Master Plan

Sod, seed, and seed blanket were completed at the Village Green site in early December, resulting in substantial completion of the Phase I Project. The Village Green Ad Hoc Committee met on December 16 to discuss Phase I progress and view photos of the project. Installation of pole lighting and bollard lights will continue as weather permits throughout the winter. Final grading repairs and irrigation system testing will take place in the spring.

Barrington Road & I-90 Sub Area Plan

Farr Associates is working on preparing a final plan document for consideration by the Village Board.

Central Square (Community Development) Software Transition

Testing of the system has been reinitiated with a training and testing being scheduled to begin in February.

Transportation Planner Recruitment

The recruitment process is underway for the new Transportation Planner position. Applications were due on December 18. First round interviews will take place the week of January 11.

Planning Project Review

Planning project submittals processed for the month of November are outlined below:

Planning Projects Submitted for Review		
Project Type	December	2020 YTD
Courtesy Review	0	2
Site Plan	2	17
Special Use	1	5
Variation	0	7
Master Sign Plan	1	3
Plat	0	2
Rezoning	0	0
Annexation	0	0
Total	4	36
FOIA Processed	1	20
Zoning Verification Letters	0	22

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	December		4 th Quarter		Year to Date	
Number of administrative site plan cases completed	0	N/A	1	20%	2	22%
Number of PZC site plan cases completed	2		5		9	
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	December		4 th Quarter		Year to Date	
Number of cases processed within 105 days	1	100%	4	100%	7	100%
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	December	4 th Quarter	Year to Date	Year Target
Number of staff coordination Site Plan meetings held	3	8	47	48

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- The Village’s 2021 Budget approved in December included a provision to employ staff to administer the Village’s CDBG Covid (CV) program in 2021. This staff will be reimbursed through the Federal CV funds.
- Processed CDBG reimbursement for Village staff time during Program Year (PY) 2019 in the amount of \$51,000.
- Processed CDBG reimbursement for 2020 street projects in the amount of \$164,448. CDBG funds were used toward the repaving of Apricot Street, Aster Lane, and Bluebonnet Lane North.
- Prepared budget documents for the PY 2019 CAPER, the annual financial report typically due to HUD in late December. CAPER submission was postponed to late March due to Covid. Staff will post a draft CAPER on the Village Website and host a public hearing in the coming months.
- A national HUD miscalculation delayed the arrival of PY 2020 funds for the Village. Staff is working with HUD through their “Allocation Correction” process. The Village will now receive \$38 less than HUD initially awarded, resulting in a PY 2020 allocation of \$246,539.
- Continued planning an Alternate Housing program for qualifying low/mod individuals affected by Covid, utilizing CDBG-CV funds. The Village is collaborating with the Northwest Central Joint Emergency Management System and the Village of Palatine to design a CDBG-CV program that could be administered through the Village’s HHS Department, in collaboration with Cook County and Journeys.
- Participated in meetings with the Northwest Suburban CDBG Network regarding current CDBG-CV regulations and potential Activities.
- The Village utilized \$215,447.57 of CDBG funding during PY 2019, despite delays caused by the pandemic and the nationwide shutdown in March. The Village carries approximately \$149,000 of non-Covid CDBG funding into the 2020 program year.

The information below is for the 2020 CDBG Program Year (October 1, 2020 through September 30, 2021):

CDBG Expenditures and Reporting Ratio	December	1 st Quarter*	Year to Date	Current Reporting Ratio
	\$215,447.57	\$215,447.57	\$215,447.57	0.58
*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	December	1 st Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	0	3
Housing & related issues education pieces released	0	2	2	5

*The 1st quarter of the CDBG Program Year runs from October 1 through December 31, 2020.



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 SA

January 2021

GENERAL ACTIVITIES

- Bryan Ackerlund became a **Certified Building Official (CBO)** by successfully passing the legal, management, & technical codes exams required for the certification through the International Code Council.
- Bryan Ackerlund became a certified **Residential Plan Examiner, Residential Building Inspector, Building Code Specialist, Building Inspector, & Property Maintenance & Housing Inspector** through the International Code Council.
- On December 1, 2, 18 & 19, 2020, Bryan Ackerlund attended the Certified Building Official webinar course hosted by Tri-State Consultants.
- On December 2, 2020, Kala Kuttnerberg, Alex Zaborowski, Kathleen Kuffer & Kiley Gardner attended an IACE webinar on 10 Year Smoke Detector Requirements.
- On December 4, 2020, Bryan Ackerlund & Jeff Mattes virtually attended the NWBOCA Annual Meeting and CLEC Enterprises webinar on electrical wiring methods.
- On December 9, 2020, Kala Kuttnerberg, Alex Zaborowski, Kathleen Kuffer & Kiley Gardner attended an IACE webinar on Inspections of Existing and Renovated Residential Fire Sprinkler Systems.
- On December 11, 2020, Bryan Ackerlund virtually attended the SBOC Annual Meeting.
- On December 16, 2020, Kala Kuttnerberg, Alex Zaborowski, Kathleen Kuffer & Kiley Gardner attended an IACE webinar on Successful Negotiations for Code Enforcement.
- A total of 2 new single family homes are in various stages of construction, including the first home in the Walnut Ponds subdivision.
- David Banaszynski continues to monitor food establishments per the agreement with the Cook County Health Department and notifies CCHD as necessary.
- The Alexian Brothers Behavioral Health addition is completed and has received its full certificate of occupancy.
- The shell construction of the new BMO Bank at Higgins Road & Gannon Drive is nearing completion. Tenant build out construction will begin this month through sign-off from the Chief Building Inspector.
- Redevelopment of the new Burlington and Dollar Tree tenant spaces continues in Prairie Stone Crossing.
- Construction continues on the new multi-tenant commercial building at the corner of Golf & Barrington Roads.
- Division staff continues to convert the historic permit index cards into Laserfiche digital storage files. The process is set to be completed in January and there has been around 14,000 records already entered.



Bell Works Construction Update:

- Division staff continues to work with the general contractor to complete the remaining items of the phase 1 build out and plan for future occupancies.
- Code Enforcement staff is working with Planning staff to cohesively address matters on the campus.
- Preliminary plans have been submitted for Somerset's proposal to upgrade the east entry and parking garage accessible route and façade. Permits have also been submitted for the first floor fitness center.

Central Square Community Development Software Conversion (formerly TRAKiT)

- Central Square has informed the Village that the initial software issues have been resolved. Staff is scheduled to begin a comprehensive overview and additional training on the system in January & February.

2020 Code Enforcement Freedom of Information Act Requests Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
49	52	37	45	55	73	73	54	57	38	29	31	593

2020 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
4	13	8	10	28	23	24	32	13	15	12	23	205

2020 Construction Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Structural	76	103	149	125	66	97	62	80	108	80	97	93	1136	1313
Electrical	99	107	59	12	22	33	27	42	67	50	67	62	647	543
Plumbing	69	99	33	27	15	37	40	38	57	52	31	40	538	741
Mechanical	48	102	27	6	10	12	18	12	11	14	12	29	301	333
Other	130	184	53	18	37	60	69	73	68	80	92	68	932	663
Fence	12	12	11	8	19	13	24	37	23	33	32	37	261	172
Roof/Siding	163	141	229	197	13	34	39	67	86	112	83	46	1210	400
Patio/Driveway	63	44	41	61	62	148	149	201	169	174	77	56	1245	841
Deck	6	3	2	4	10	5	22	16	12	29	14	8	131	298
Shed	2	2	8	2	2	6	5	7	8	9	4	6	61	41
Sewer	5	5	7	0	1	4	9	3	7	9	7	3	60	42
2020 Total	673	802	619	460	257	449	464	576	616	642	516	448	6522	
2019 Total	340	285	309	406	447	476	560	656	544	582	438	344		5387

* Note: Construction inspections include review and closure of older permits that had not yet had a final inspection.

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- Code Enforcement staff are performing modified inspections for properties that did not have an open inspection report prior to March 17, 2020.
- There are currently 2,044 rental properties registered. This includes 1,384 single family and townhome units (68%) and 660 condominium units (32%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 20, 2020 to all rental properties. The deadline to submit payment and update registration information is January 15, 2021.
- As of January 4th, 1,365 properties have renewed.

2020 Rental Inspections

Inspection	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	161	243	212	19	63	147	81	149	140	269	108	200	1792
Reinspections	86	85	71	2	57	94	82	42	69	73	77	57	795
Total	247	328	283	21	120	241	163	191	209	342	185	257	2587

*Most new Rental Inspections suspended March 17th through April 30th, however follow-up inspections continued for certain properties with existing violations.

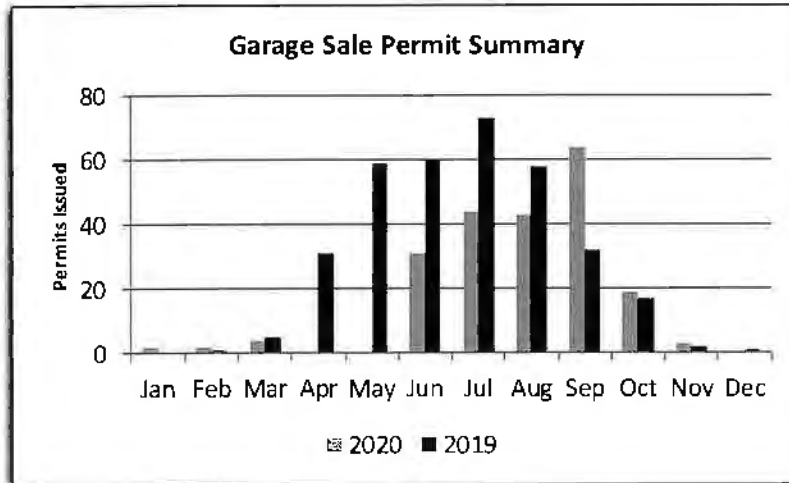
Inspection Services Performance	December	4 th Quarter	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	98%	98%	98%	95% within 24 hr. notice
Percentage of annual rental inspections completed	10%	28%	88%	100% of total*

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

** Note: Rental inspections suspended March 17th through April 30th

Garage Sales

Year	2020	2019
Jan	2	0
Feb	2	1
Mar	4	5
Apr	0	31
May	0	59
Jun	31	60
Jul	44	73
Aug	43	58
Sep	64	32
Oct	19	17
Nov	3	2
Dec	0	1
Total	212	339

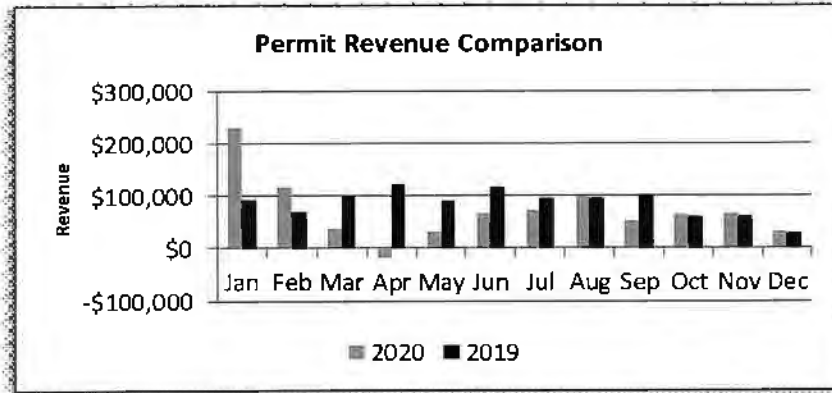


2020 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Building Permits														
Commercial Remodeling	12	7	6	7	1	3	15	8	5	4	6	2	76	85
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	3	0	2	0	1	1	0	1	0	0	2	1	11	13
Driveways	0	0	3	55	27	75	70	83	36	27	5	5	386	297
Electrical	68	94	7	4	7	3	7	10	2	7	8	11	228	227
Fences	6	3	9	17	18	54	47	34	25	33	13	5	264	203
Mechanical	6	12	11	7	9	19	29	13	11	20	9	14	160	257
Miscellaneous Permits	28	18	16	18	15	66	64	42	46	50	62	32	457	458
Multi-Family Remodeling	1	0	0	0	0	0	0	0	0	1	0	0	2	6
New Commercial	0	3	0	0	1	0	0	1	1	0	0	0	6	4
Plumbing	13	13	21	10	6	13	18	22	26	17	12	13	184	220
Pools	0	0	0	1	3	9	5	2	2	0	0	2	24	14
Residential Decks & Patios	1	1	9	21	39	64	52	59	49	36	6	3	340	539
Residential Garages	0	0	0	0	0	0	0	0	0	1	0	0	1	5
Residential Remodeling	8	8	10	4	7	12	11	11	13	13	8	7	112	154
Residential Sheds	0	0	2	5	4	11	2	6	13	5	3	0	51	46
Roofs/Siding	8	7	57	22	37	74	73	81	71	82	51	22	585	472
Signs	7	2	3	3	1	2	20	9	4	0	8	10	69	100
Solar Panel System	7	6	4	6	6	8	6	6	13	8	5	3	78	119
New Single Family Residences	2	0	0	0	0	0	1	0	0	1	0	0	4	61
Fire Permits														
Automatic Fire Alarms	5	3	3	4	8	1	2	5	2	0	6	0	39	51
Fuel Storage Tanks	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Hood & Duct	0	3	0	1	1	1	1	1	0	0	0	1	9	10
Automatic Sprinklers	15	8	7	3	1	3	2	7	4	1	3	2	56	117
Lock Boxes	3	0	1	0	0	1	2	1	2	1	1	1	13	14
Other	0	1	1	1	0	0	0	1	1	1	30	0	36	32
2020 Total	193	190	172	189	192	420	427	403	326	308	238	134	3192	
2019 Total	143	108	169	318	312	322	487	470	361	399	248	168		3505

Permit Revenue

Year	2020	2019
Jan	\$231,652	\$93,164
Feb	\$117,478	\$70,614
Mar	\$37,374	\$98,580
Apr	-\$17,604	\$123,746
May	\$32,761	\$91,454
Jun	\$68,056	\$116,955
Jul	\$72,829	\$96,153
Aug	\$99,114	\$95,839
Sep	\$51,245	\$101,834
Oct	\$63,902	\$61,625
Nov	\$66,960	\$61,622
Dec	\$30,577	\$28,699
Total	\$854,344	\$1,040,285

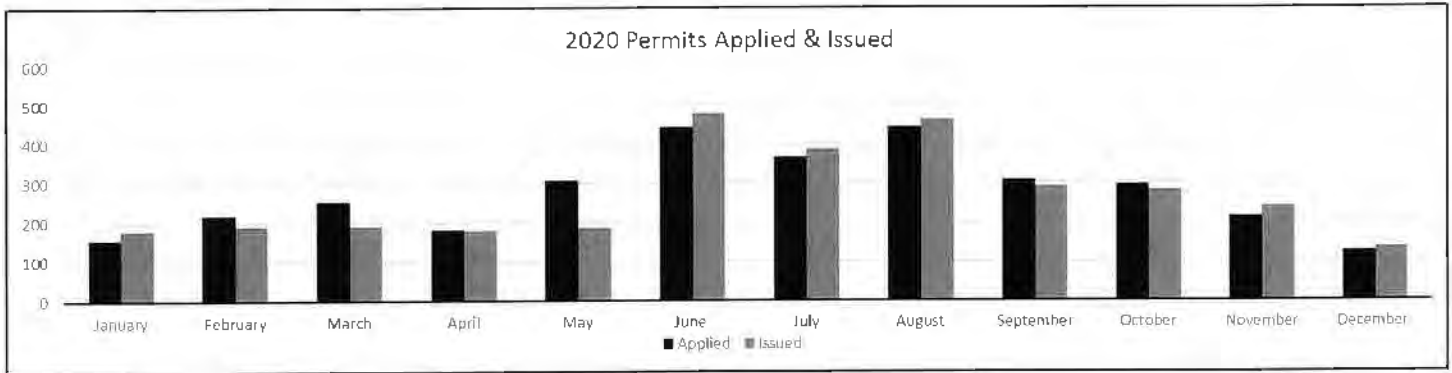


2020 Budget: \$1,075,000

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

Note: Negative permit revenue in April was due to an adjustment made to a prior permit payment where the applicant overstated the construction cost.

*Permit activity had been monitored closely during the Village Hall Closure (March 19-May 31) and Stay at Home Order. Submittals have rebounded to levels typical for this time of year.

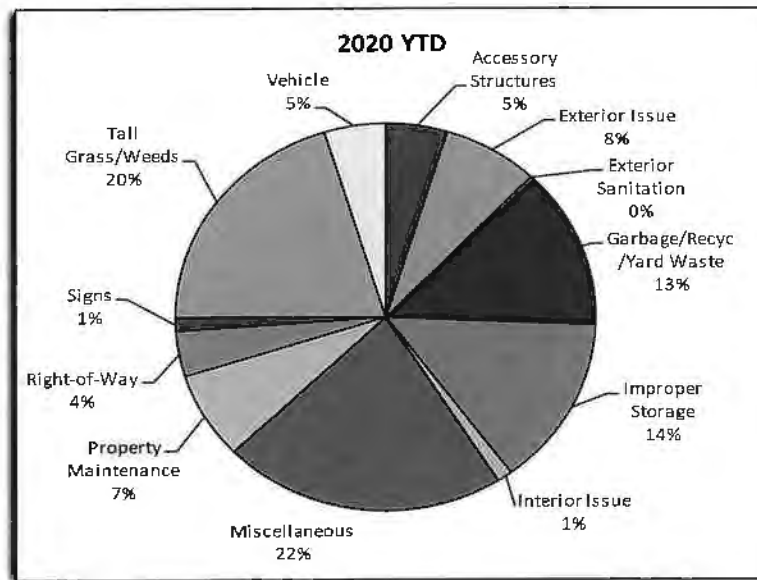


*A total of 214 building permits were applied for in November.

Building Permit Processing Performance	December	4 th Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	98%	98%	98%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	98%	98%	98%	95% within 10 days
Percentage of permits processed for issue within 48 hours of plan approval	98%	98%	98%	90% within 48 hours

2020 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Accessory Structures	1	3	0	6	4	5	4	3	7	6	6	5	50	52
Exterior Issue	2	0	7	16	14	9	10	7	3	7	2	2	79	24
Exterior Sanitation	1	1	0	1	0	0	0	0	0	0	0	0	3	6
Garbage/Recyc/Yard Waste	5	3	8	46	28	7	10	14	4	7	5	3	140	69
Improper Storage	5	7	10	4	4	9	18	28	19	19	9	19	151	139
Interior Issue	2	1	1	0	1	0	2	3	1	1	0	0	12	17
Miscellaneous	21	27	6	19	22	14	28	21	22	19	13	20	232	221
Property Maintenance	3	10	8	0	7	8	9	9	2	8	4	9	77	181
Right-of-Way	1	0	3	5	3	3	4	12	5	1	3	0	40	75
Signs	1	2	3	0	1	0	1	0	3	1	0	0	12	18
Tall Grass/Weeds	0	0	0	0	96	53	32	23	5	5	1	0	215	434
Vehicle	1	3	2	1	5	3	13	14	3	2	1	2	50	51
2020 Total	43	57	48	98	185	111	131	134	74	76	44	60	1061	
2019 Total	34	42	107	112	342	238	92	97	108	48	39	28		1287



There are several reasons property maintenance activity has decreased during the spring of 2020, including, a seasonal inspector has not been hired (budget limitations) and Code Officers have had to perform numerous inspections supporting COVID-related issues, such as restaurants operations and business re-openings. Primary focus has been on the most significant violations during the COVID-19 Pandemic.

2020 Citations Issued

Violation	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	20	27	0	0	0	0	116	1	11	44	0	24	243
Code	32	54	41	0	26	37	49	28	199	46	30	35	577
Rental	89	60	0	0	61	39	45	18	10	34	40	36	432
Total	141	141	41	0	87	76	210	47	220	124	70	95	1252

*Issuance of new citations were halted due in part to the suspension of rental inspections and hearing postponement.

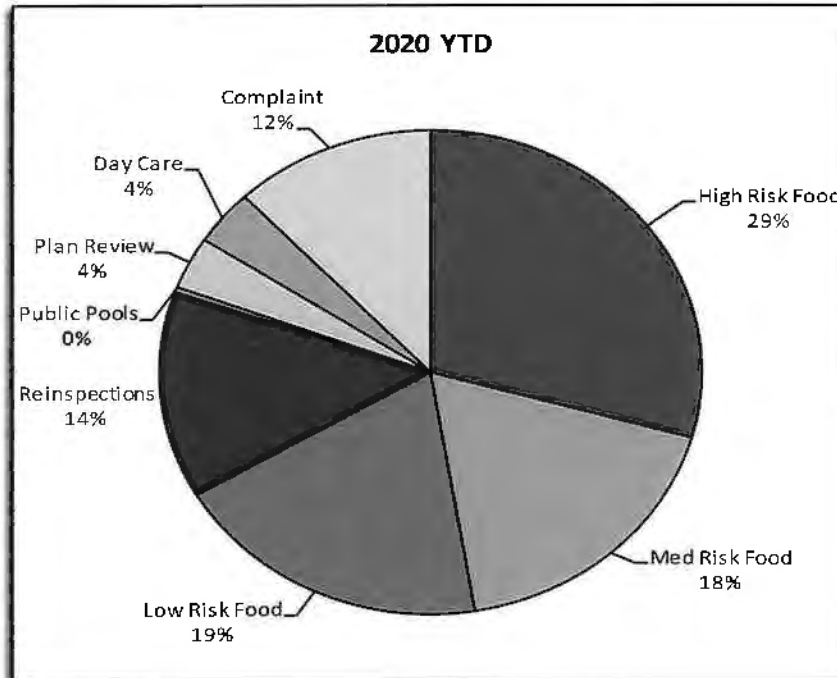
2020 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	84	66	68	0	0	72	76	84	71	55	65	40	681
Rental	29	23	43	0	0	34	26	19	10	11	16	23	234
Total	113	89	111	0	0	106	102	103	81	66	81	63	915

Inspection Services Performance	December	4 th Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	98%	98%	98%	95% within 24 hr. notice

2020 Environmental Health Inspection Report

Activity	Jan	Feb	Mar*	Apr*	May*	Jun*	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	39	33	0	11	7	2	1	1	33	38	1	2	168
Med Risk Food	1	0	9	1	2	3	22	2	0	0	29	34	103
Low Risk Food	2	1	1	2	3	0	40	54	2	1	1	3	110
Reinspections	1	0	0	14	2	1	51	3	2	2	2	1	79
Public Pools	0	0	0	0	0	1	1	0	0	0	0	0	2
Plan Review	1	1	3	3	3	1	3	2	0	1	1	1	20
Day Care	0	0	1	0	1	9	3	0	0	0	1	6	21
Complaint	5	0	5	3	4	7	13	10	7	2	5	8	69
Total	49	35	19	34	22	24	134	72	44	44	40	55	572



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 285 facilities that require a total of approximately 525 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

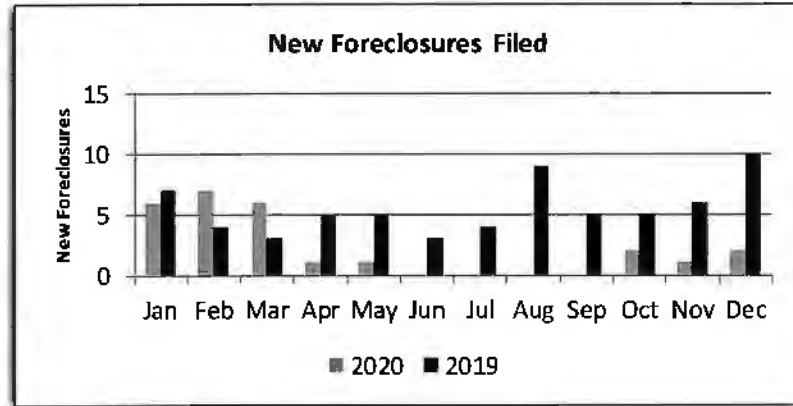
Health Inspections Performance	December	4 th Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	10%	26%	100%*	100% of total

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

*Due to State's Stay At Home Order, routine inspections had been rescheduled during March-June to allow focus on enforcement of the COVID-related issues.

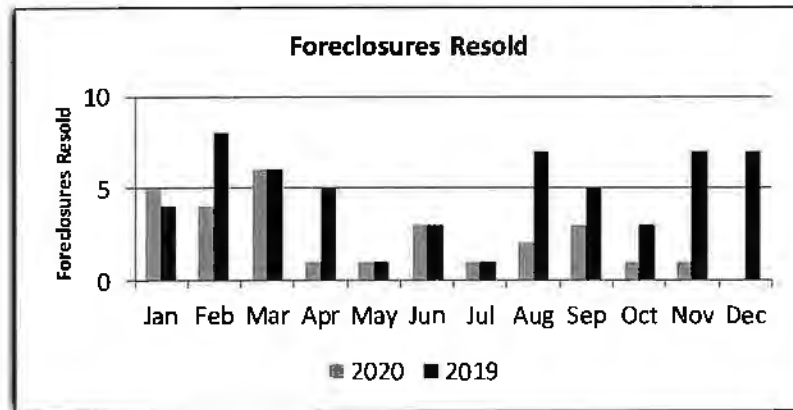
New Foreclosures Filed

Year	2020	2019
Jan	6	7
Feb	7	4
Mar	6	3
Apr	1	5
May	1	5
Jun	0	3
Jul	0	4
Aug	0	9
Sep	0	5
Oct	2	5
Nov	1	6
Dec	2	10
Total	26	66



Foreclosures Resold

Year	2020	2019
Jan	5	4
Feb	4	8
Mar	6	6
Apr	1	5
May	1	1
Jun	3	3
Jul	1	1
Aug	2	7
Sep	3	5
Oct	1	3
Nov	1	7
Dec	0	7
Total	28	57



Historical Foreclosure Information

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Foreclosures Filed	312	620	208	139	81	68	90	79	66

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

January 2021



Economic Development

- 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.
- Regularly 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.
- Continued to update the available properties online database on the Village’s website.
- Promoted Hoffman Estates on social media while building a network to share about projects within the Village.
- Completed a 2021 work plan for the Economic Development Commission as well as a work plan to update the Village’s Economic Development Strategic Plan in house this year.
- Promoted NLNW with the design team and marketing team. Facilitated the final parts of the collaboration phase between Apple Villa and House Doctors Inc. and their respective coaches where a long term plan for growth is developed.
- Toured Bell Works with interested parties to promote the project. Enjoyed the Fairgrounds Coffee & Tea delights (*Figure 1*).
- Discussed with staff to amend the Higgins-Old Sutton TIF in light of a potential mixed-use project on the site. Staff will continue to follow up with the development team.
- Worked with the Planning Department Staff to assist Farr Associates with the Barrington Road Area Plan by participating in weekly calls.
- Responded to a state issued RFI for sites for an indoor cannabis cultivation center.
- Distributed the second economic development promotional video in conjunction with the Cable TV Department and the Chairman of the Economic Development Commission.
- Economic Development staff attended the:
 - Monthly Bell Works Check-in Call & the opening of Bell Works to the general public on 12/1/20
 - Annual Illinois Enterprise Zone Association Conference



Figure 1: Fairgrounds has opened a kiosk in The Square of Bell Works Chicagoland.

- Monthly Next Level Northwest Board meetings
 - Monthly Hoffman Estates Chamber Board and Membership Committee meetings
 - Multiple webinars relating to the state of the marketing during COVID
 - Annual POA Meeting
 - Annual Real Estate Journal State of the Market Conference
 - Quarterly ICSC State Committee Call
-

Tourism

Hoffman Highlights Video Project

- Staff has been reaching out to businesses that want to participate in “Hoffman Highlights” during the filming delay to reinforce the many free support platforms each can still utilize to reach customers/guests/diners. Their membership in the Hoffman Estates Chamber of Commerce affords them electronic marketing, strong social media presence is essential to staying top of mind, create value add specials that will attract buyers attention, ask for the customer every day, do not rely on past customer base, and create daily or weekly email blast to draw patrons. Once the State moves back to Phase 4, the on-site filming project will begin.

Future Regional/National Sporting Events

- Researching potential event opportunities for future dates brought Staff in contact with Matt Kaplan who previously organized the Synchronized Skating Team competition that filled the NOW Arena for 5 days and drew over 6,000 room nights for Village hotels. Staff is in discussions regarding the national Synchronized Skating Team competition slated for January 2023, to determine if we can draw this prestigious event to our NOW Arena and hotels.
- In discussions with “Perfect Game” researching RFPs currently available for future National Youth Sporting Events.

Market Updates

- Tourism Office monitors online reviews of the Village's 9 hotels to assist them in ensuring their online reviews reflect the quality stays they need to draw new guests. We provide best practices and helpful formats to satisfy guest complaints and re-train staff to produce better guest satisfaction results. We also send them updates from the many webinars we attend to keep them current on trends – duty of care procedures, occupancy opportunities, revenue maximization strategies, and outreach opportunities. During December, we encouraged them to reach out to neighboring communities that have no hotels to invite their first responders (front line municipal associates like snow plowers) to stay with them during extreme weather. Using social media, reached out to families that might enjoy a “stay-cation” with room and reserved pool times as a draw. Remind families that your state-of-the-art technology provides the perfect atmosphere for “remote learning”. Reach out to area businesses that might require isolated workspaces for associates needing to work remotely who might not have needed WIFI at their homes or just need a quiet space to work daily that provides needed technology and required isolation.

Webinars

- The Future of Mobility Management - guiding travelers on the ground.
- Strategic approaches to 2021 budgeting.
- 30 minutes with Cvent - Why send an RFP?
- Business Ledger 2021 Business and Economic Outlook.
- Funding Sources for Sports Tourism Events.
- Cutting through the noise - Travel suppliers talk.
- The State of Global Affairs beyond COVID-19.
- Travel Health Advisory Panel.

Meetings/Activities

- Meet with Economic Development Director.
- Circulated "Duty of Care" checklist for hotels.
- Attended virtual 4th of July Commission meeting and prepared minutes.
- Packed and distributed Senior Commission holiday gift bags.



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention