

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
April 11, 2022

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 - March 14, 2022

NEW BUSINESS

1. Request by Group A Architecture Inc. for a courtesy review for a dental office building at 1180-1190 Apple Street.
2. Request by Ziegler Hoffman Estates I for a special use extension for temporary automobile storage at 80 West Higgins Road.
3. Request direction for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding short-term rentals.
4. Request authorization of a proposal from iBrand Visual, Streamwood, IL, to install a monument sign at the Village Green in an amount not to exceed \$45,000.

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

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

March 14, 2022

I. Voice

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:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Patti Cross, Asst. Corporation Counsel
Peter Gugliotta, Director of Dev. Services
Jenny Horn, Dir. Planning and Trans.
Kevin Kramer, Director of Econ. Dev.
Alan Wenderski, Village Engineer
Patrick Seger, Director of HRM
Ric Signorella, CATV Coordinator
Suzanne Ostrovsky, Asst. Village Manager**

Members Via Telephone:

Dan Shomon

Audience Members:

**Harvest Community Church members
Peter Harmon, Prairie Ridge Acquisitions, LLC**

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

Motion by Trustee Gaeta, seconded by Trustee Mills, to recess the Planning, Building, and Zoning Committee meeting. Voice vote taken. All ayes. Motion carried.

The Planning, Building & Zoning Committee meeting was called to order at 7:23 p.m.

II. Approval of Minutes – February 14, 2022

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the Planning, Building & Zoning Committee meeting minutes of February 14, 2022. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval by homeowner for release of a portion of open space easement at 775 Jody Lane (driveway and walkway expansion).**

An item summary sheet from Jenny Horn and Daisy Dose was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve a homeowner for release of a portion of open space easement at 775 Jody Lane (driveway and walkway expansion). Voice vote taken. All ayes. Motion carried.

2. Request by Harvest Community Church for a courtesy review of an assembly use with accessory Sunday school for the property located at 2060-2080 Stonington Avenue.

An item summary sheet from Jenny Horn and Daisy Dose was presented to Committee.

Harvest Community Church representatives discussed the purpose and use of the building (currently Bright Hope). The board expressed concerns about parking. Rev/ Lawrence Freedman, Stan Yee and Sarah McClarey (Harvest Community Church) provided comment.

3. Request by Prairie Ridge Acquisitions, LLC (owner) for approval of a site plan amendment for the property located at 3125 N. Barrington Road.

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

Mr. Peter Harmon provided comments.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a site plan amendment for the property located at 3125 N. Barrington Road. Voice vote taken. All ayes. Motion carried.

4. Request approval of Barrington Square Town Center TIF Reimbursement Request #7 in the amount of \$882,140.01.

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve of Barrington Square Town Center TIF Reimbursement Request #7 in the amount of \$882,140.01. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

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

Trustee Pilafas requested Mr. Palm and Village staff to reach out to Mayor McCombie in South Barrington to discuss comprehensive area plan.

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.

Trustee Gaeta commended the code department for their excellent work in securing rental licenses.

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

Mayor noted he and Joane attended a fundraiser for the hospital and explained about their needs for a new emergency room.

V. Items in Review

VI. Adjournment

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

Minutes submitted by:

Jennifer Djordjevic, Dir. Of Operations/Outreach
Office of the Mayor and Board



Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by Group A Architecture Inc. for a courtesy review of a dental office building at 1180-1190 Apple Street

MEETING DATE: April 11, 2022

COMMITTEE: Planning, Building & Zoning

FROM: Kevin Anderson, Associate Planner 
Jennifer Horn, Director of Planning & Transportation 

REQUEST: Request by Group A Architecture Inc. for a courtesy review of a dental office building at 1180-1190 Apple Street.

BACKGROUND: The subject property consists of 2 lots and is approximately 40,000 square feet (200' x 200'). The parcels were platted in 1955, prior to incorporation into the Village. The property is zoned R-2 (One Family Residential) and the Comprehensive Plan identifies this property as single-family residential. The property at 1190 Apple Street is currently vacant land. The property at 1180 Apple Street is improved with one single-family residence.

The owner submitted previous applications in 2018 and 2019 seeking rezoning and site plan approval for a multi-tenant commercial building on the property, which would have included a professional office and a drive-thru restaurant/coffee shop. Those requests were ultimately denied after two public hearings before the Planning and Zoning Commission. The applicant notes that they have taken the comments from the previous hearings into account and are now submitting for a courtesy review for a single-tenant, standalone, dental office building, which they expect to be less impactful.

DISCUSSION: The concept plan presented shows a one-story office building approximately 4,500 square feet and a total of 39 parking spaces. The petitioner has identified that the office would be occupied by a dental office operated by the property owner.

The project narrative, as well as architectural renderings prepared by the petitioner, are included for Committee review. Staff's initial review of the concept indicates that there is adequate parking to accommodate an office use and sufficient room to provide the setbacks and buffering required between commercial and residential uses.

DISCUSSION: (Cont'd)

The Village's Comprehensive Plan designation and underlying zoning of R-2 allow for single-family residential on the subject property. In their current condition, the two parcels would allow the by-right construction of two single-family residential homes with front lot lines on Apple Street. While the Comprehensive Plan shows the subject property as single-family residential, this primarily reflected the existing uses at the time the plan was prepared. It is appropriate on a case-by-case basis to evaluate parcels located on the border of different land use designations to determine if a rezoning may be suitable.

The property was platted prior to the Golf Road expansion into a major commercial corridor. The proposed commercial use of this property would be consistent with the zoning and land uses to the west (commercial car wash) and north (Golf Road right-of-way/Schaumburg commercial zoning districts). The area directly south of the subject site is also zoned commercial and is improved with a private drive servicing the Village water tower site and the Hoffman Plaza Shopping Center. The areas west and southwest of the site are all located within the Village's Roselle Road TIF district which was established in 2003 to facilitate commercial redevelopment in the area. The subject property is not within the TIF.

There were concerns raised during the previous public hearings that reclassifying this property could lead to additional commercial proposals encroaching into the residential neighborhood. There were also concerns that rezoning this property could mean that a future commercial user could eventually redevelop the subject site with a higher intensity permitted use than a professional office. Any such requests would be subject to review and approval by the Village.

There were additional concerns raised during the previous public hearings related to the access onto Apple Street and how that might impact traffic in the neighborhood. The current request no longer includes a drive-thru restaurant concept, and as part of the full site plan submittal, an updated traffic report would be required to document the presumed lower traffic generation from the new proposal. The plan still indicates a full access drive off of Apple Street and a right-in/right-out on Golf Road. Golf Road is an IDOT controlled roadway and they would have the ultimate determination in the design of any entrance from their right-of-way. During the 2017 plan review for this property, IDOT correspondence identified they would not allow a full access from Golf Road directly into this site. The only full access available would be on Apple Street.

The proposal will require formal rezoning and site plan review by the Planning & Zoning Commission and Village Board. As part of the site plan review process, staff will review for proper lighting, buffers, landscaping, and other mitigating elements to ensure the impacts from the development are not any greater than those that already exist from the current commercial uses and traffic at this location. Prior to beginning the formal review process, the petitioner is seeking input on the proposed dental office use and concept plan.

RECOMMENDATION:

Material presented for courtesy review only.




Attachments

cc: Planning & Zoning Commission
Dr. Sam Amakjian, Robert Kirk (Group A Architecture Inc.)

Exhibit A
1180 & 1190 Apple Street
PIN#: 07-15-200-005-0000 & 07-15-200-004-0000



Legend

-  Subject Property
-  Parcels
-  Municipal Boundary



Planning and Transportation Division
The Village of Hoffman Estates
April 2022

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.

Electronic copies of a site plan, a brief description of the project, and the *Statement of Understanding* (below) should be submitted to the Director of Planning a minimum of 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.


Signature

ROBERT W. KIRK, Architect.
Name (PLEASE PRINT)

Company/Developer: GROUP A ARCHITECTURES INC.

Address: 1100 LANDMEIER ROAD, EGV.

City, State, Zip Code: ECK GROVE VILLAGE, FL., 60007.

Telephone Number: 847.952.1100

Email Address: rkirk@groupaarch.com

Name of Project: 1180/1190 APPLE, H. E.

Date: MARCH 8, 2022

G R O U P



ARCHITECTURE

GROUP A ARCHITECTURE, INC.
1100 Landmeier Road, Suite 202, Elk Grove Village, IL 60007

P: 847.952.1100
F: 847.952.1158
W: www.groupaarch.com

March 7, 2022

Mr. Peter Gugliotta, AICP
Director of Development Services
Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL 60169

Re: 1180 / 1190 Apple St. Development, Hoffman Estates, IL

Dear Mr. Gugliotta:

The following is a narrative of the proposed building project at 1180 / 1190 Apple St. in Hoffman Estates, IL.

The Landowner and the project developer has taken all of the comments and concerns of the local residences very seriously. There will be no retail uses, not drive thru business or any commercial activity except a low impact, high tech dental facility, servicing the local community, and seeing an average of fourteen (14) patients each day.

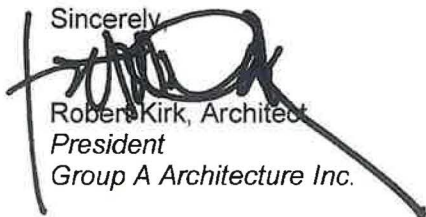
The proposal for the project will consist of a single-story dental office of 4,500 SF. The site is proposed to have two-way automobile access from Apple St. and one-way entry access from Golf Rd. The building will be set back 89'-5" from the Apple St. property line, 78'-1" set back from the Golf Rd. north property line, 35'-0" from the existing car wash on the west property line, and 62'-2" from the south property line on Aster Lane. These set backs from the neighborhood are over twice the code required building set backs.

There will be thirty-nine (39) parking spaces with two (2) handicap spaces and a generous 24'-0" drive aisle on all sides of the building.

The proposed building is an updated, contemporary style architectural building with stone accents, horizontal siding, and generous glass windows. The design will be a clean timeless design that will be an asset to the live and permanence of the neighborhood.

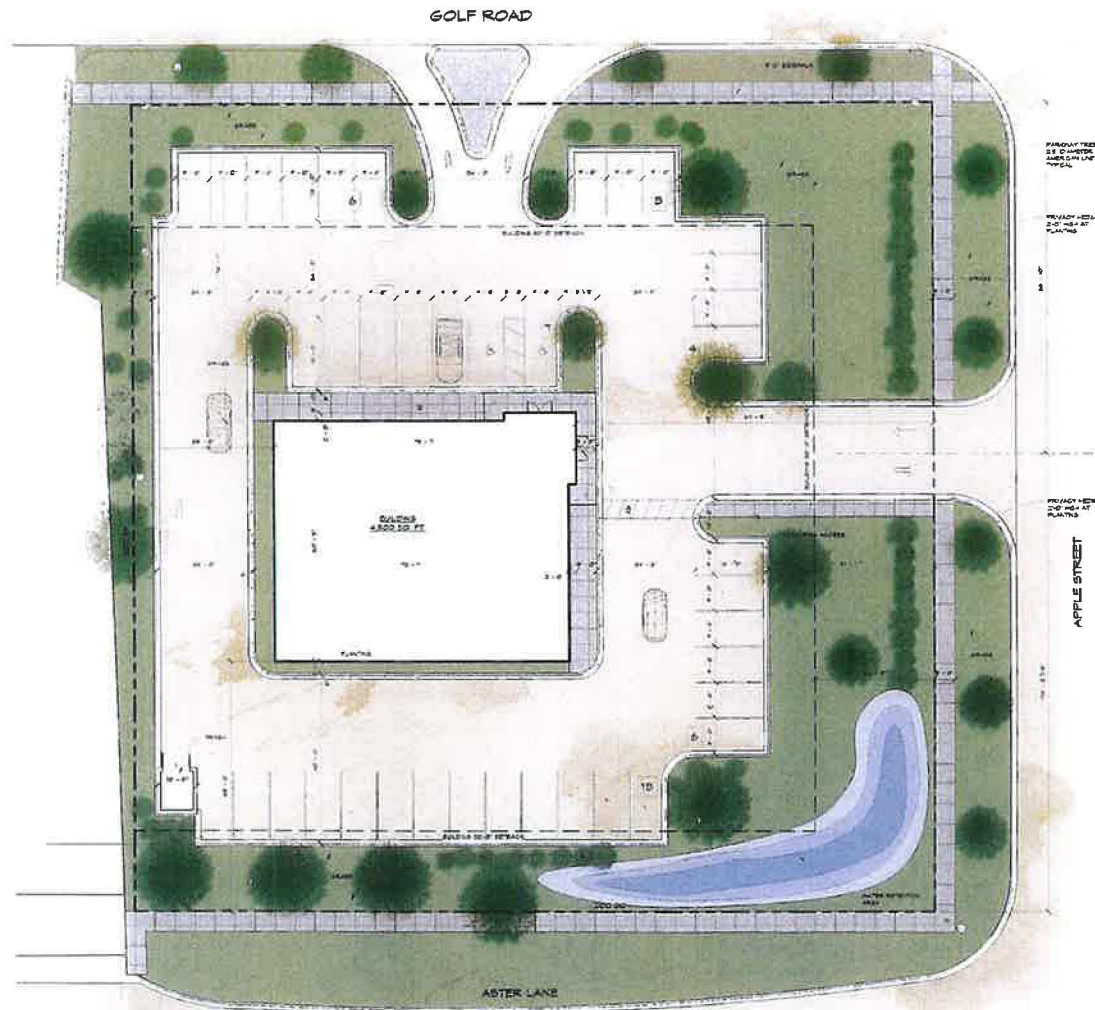
The dental office will operate from 8:00 AM until 5:00 PM Monday through Friday and have limited hours on Saturday. It will be closed on Sunday. The business will generate limited traffic and low business activity uses. The dental office will be a positive addition to the established residential neighborhood and become a welcome transition development between the commercial activity along Golf Rd. and the residential uses to the south, along Apple St. There will be one (1) full time principal dentist on staff, one (1) full time hygienist, and a total of four (4) employees.

Sincerely,



Robert Kirk, Architect
President
Group A Architecture Inc.





A Professional Corporation
 1100 Landmeier Rd. Suite 202,
 Elk Grove Village, IL 60007

Phone: 847.952.1100
 Fax: 847.952.1158
 Web: www.groupaarch.com

SITE PLAN

1180/1190 APPLE STREET

HOFFMAN ESTATES, ILLINOIS

JOB NUMBER: 22013
 DATE: 03/04/22

SK-1



GROUP



ARCHITECTURE

A Professional Corporation
 1100 Landmeier Rd. Suite 202,
 Elk Grove Village, IL 60007

Phone: 847.952.1100
 Fax: 847.952.1158
 Web: www.groupaarch.com

FRONT CORNER PERSPECTIVE

1180/1190 APPLE STREET

HOFFMAN ESTATES, ILLINOIS

JOB NUMBER 22013

DATE: 03/07/22

SK-2



GROUP



ARCHITECTURE

A Professional Corporation
1100 Landmeier Rd. Suite 202,
Elk Grove Village, IL 60007

Phone: 847.952.1100
Fax: 847.952.1158
Web: www.groupaarch.com

CORNER PERSPECTIVE - DUSK

1180/1190 APPLE STREET

HOFFMAN ESTATES, ILLINOIS

JOB NUMBER: 22013

DATE: 03/07/22

SK-3

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by Ziegler Hoffman Estates I for a special use extension for temporary vehicle storage at 80 West Higgins Road

MEETING DATE: April 11, 2022

COMMITTEE: Planning, Building and Zoning

FROM: Jennifer Horn, Director of Planning and Transportation 

REQUEST: Request by Ziegler Hoffman Estates I for a special use extension for temporary automobile storage at 80 West Higgins Road.

BACKGROUND: WT Properties purchased the former Hoffman Lanes bowling alley in 2018. In October 2020, the Village Board approved a Redevelopment Agreement with the owner to complete the stormwater improvements along Higgins Road and demolish the former bowling alley building to facilitate redevelopment of the site. As the owner worked through addressing the site constraints, the Village Board approved a special use allowing Ziegler Hoffman Estates I to temporarily store stock vehicles from their Hoffman Estates dealerships on the property. Last year, the Village Board approved a one year extension of the original special use which recently expired on April 6, 2022.

DISCUSSION: WT Properties is finalizing the off-site stormwater improvement design and is currently in the process of obtaining all necessary approvals and permits from the impacted property owners and agencies (i.e. IDOT, Cook County, Army Corps, and Village). The stormwater improvements are anticipated to be completed this year, after which, redevelopment of the site may proceed subject to formal site plan approval. As noted in the included project narrative, the owner has a signed purchase agreement for the eastern portion of the site with a national coffee shop and a letter of intent with a burger concept for the remainder of the site.

The petitioner is seeking Village Board review and approval of a one year extension of the special use to allow Ziegler to continue to park stock vehicles on the site while the off-site stormwater improvements and on-site development approvals are finalized. All other conditions of the original special use approval would remain in full force and effect.

RECOMMENDATION: Approval of a request by Ziegler Hoffman Estates I for a special use extension for temporary vehicle storage at 80 West Higgins Road to April 18, 2023, subject to all conditions listed in Ordinance No. 4786-2020.

Attachments

cc: Christopher Starke (WT Group)



Engineering • Design • Consulting

March 24, 2022

**Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, Illinois 60169**

**Re: Temporary Parking Special Use Extension
Hoffman Bowl
80 W. Higgins Road
Hoffman Estates, Illinois 60169**

To Whom It May Concern:

The current lease agreement between Olive Street Realty Group and Zeigler Hoffman Estates I, LLC (Zeigler) currently allows leasing space for the temporary parking of stock vehicle units with a Special Use approval at the above address. As of the date of this letter, Zeigler was previously approved Special Use for this temporary parking, however, this approval is set to expire April 2022. Therefore, we are requesting a one-year extension for this Special Use.

We are seeking approval of this extension to allow Zeigler to continue to park these vehicle stock units, approval of this request would allow Zeigler to continue operations as originally agreed upon between the parties.

Development Items to Note:

1. Olive Street has a fully executed PSA for the eastern portion pad site (1 acre) with a National Credit/Coffee use with a drive-thru component
2. We have a signed LOI for a Burger concept for its second location
3. We have continued talks with several other QSR's, among those (2) different concepts.

Sewer Improvements to Note:

1. Village – All comments to date have been addressed. We are currently working through some items with the Sterling Organization and Byline Bank (owners of the properties at the northeast corner of Roselle and Higgins) regarding permit application sign-offs, easements, and construction coordination agreements before we can proceed with the Village zoning process. Heidi and Peter Coules have been working directly with the Village and the property owners on these issues.
2. IDOT – Submitted 2/8/22 addressing latest comments. We expect this to be the final review, but they will require Village and MWRD approval prior to issuing their permit.
3. Cook County DOT – Approved, pending final paperwork.
4. North Cook County Soil and Water Conservation District – Approved
5. US Army Corps of Engineers – Approved
6. FEMA – Received Village sign-off on the permits, currently processing the submittal fee, we expect to submit to FEMA by Friday 3-25-22.





7. MWRD – Submitted for the public improvements 3-18-22. Processing a check for the private work on the 80 W. Higgins site, we expect to submit that portion for permit next week.

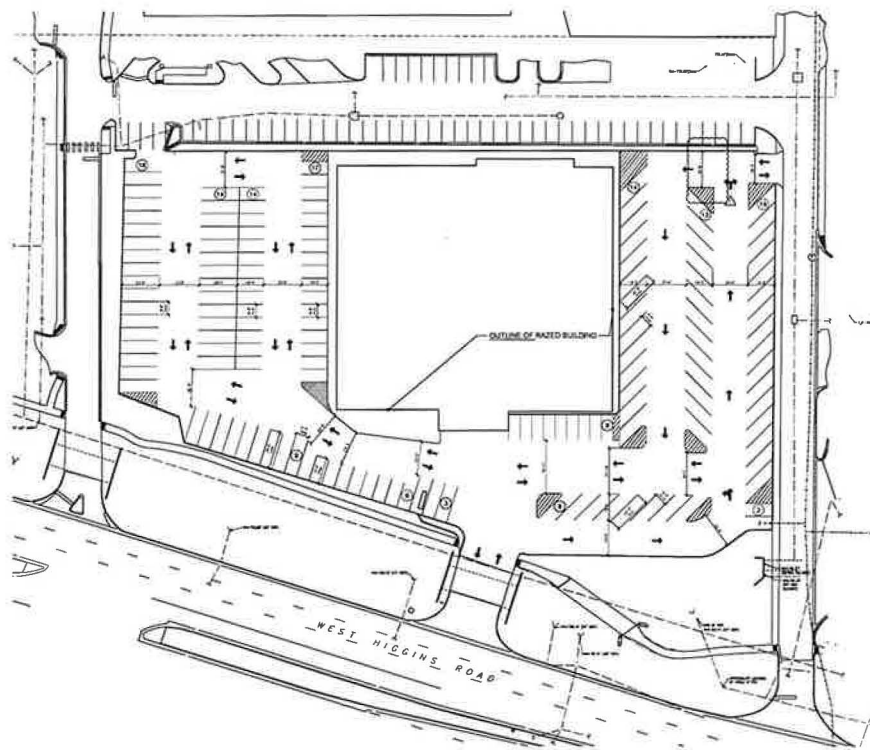
With acceptance of this submittal, we look forward to formally presenting this request at the next available board meeting.

I trust this meets with your needs and if you have any questions please do not hesitate to call.

Regards,

Christopher M. Starke

WT Group | Design & Program Management | Partner, Project Manager



1 SITE PLAN - PHASE 1
SCALE 1" = 20'

ZONING INFORMATION	
SITE ZONING (SECTION 164-2)	MUNICIPALITY / JURISDICTION: VILLAGE OF HOFFMAN ESTATES EXISTING ZONING: B (COMMUNITY BUSINESS DISTRICT)
DEPARTMENT PARKING FACILITIES (SECTION 164-2)	PROPOSED PARKING STALLS TOTAL STALLS = 144
	STALL SIZE PHASES: A1 - 20' x 8' STALLS B1 - 10' x 8' STALLS B1 - 10' x 8' x 45' DEGREE STALLS
	ABLE BATH (TWO WAY) 20' x 8' BATH AT AREA 1, 20' x 8' BATH AT AREA 2 (ONE WAY) 20' x 8' BATH AT AREA 1, 20' x 8' BATH AT AREA 2

LEGEND	
EXISTING STALL LAYOUT	

ADULTIC \ CIVIL \ MECHANICAL \ ELECTRICAL \ PLUMBING \ TELECOMMUNICATION \ STRUCTURAL \ ACCESSIBILITY CONSULTING \ DESIGN PROGRAM MANAGEMENT \ LAND SURVEYING
WT GROUP
 Group
 MERCEDES BOVA, INC.
 40 WEST HIGGINS ROAD
 HOFFMAN ESTATES, ILLINOIS 60168
 WT - PROPERTIES
 ISSUE
 CHECKED
 DRAWN
 DATE
 SCALE
 PROJECT NO.
 SHEET NO.
 TOTAL SHEETS
 A001
 PHASE 1 - WT PLAN

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request direction for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding short-term rentals

MEETING DATE: April 11, 2022

COMMITTEE: Planning, Building & Zoning

FROM: Jennifer Horn, Director of Planning and Transportation
Phillip Green, Transportation & Long-Range Planner

REQUEST: Request direction for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding short-term rentals.

BACKGROUND: Short-term rentals, popularized by platforms including Airbnb, VRBO, and Homestay, offer property owners the opportunity to rent out rooms or entire homes on a no-minimum stay basis.

Considered a “market disruptor” for more traditional hotel and lodging businesses, short-term rentals have raised enforcement issues for municipalities who cite concerns around excess traffic and noise (so-called “party rentals”), as well as the impacts such property uses may have on housing supply and affordability.

Due to the emerging nature of such platforms and arrangements, zoning codes rarely explicitly address the use of properties as short-term rentals. Instead, regulation is typically by exception, with many municipalities relying on arguments that if the use is not expressly permitted, it is inherently prohibited. For example, Hoffman Estates has previously successfully required short-term rentals to cease operation by citing the fact that the residential zoning districts in the Village do not list the business use (short-term rental) as a permitted or special use and, therefore, the use is not allowed.

DISCUSSION: On March 17, 2022, the Illinois Appellate Court, in the case of *Wortham vs Village of Barrington Hills*, upheld the Village’s action against homeowners who had been renting their home via VRBO. The homeowners had argued that the use of their property as a short-term rental was not similar to that of a hotel or lodging house (prohibited as uses in the Barrington Hills zoning district of the property). However, the court found that a combination of the Village’s regulation of home occupations, the allowable uses within the zoning district, and the nature of advertising a home for rental via VRBO, combined to make a clear violation even without explicit reference to short-term rental platforms.

DISCUSSION: (Cont'd)

This decision aligned with a previous case brought before the Appellate Court (*Wood v Evergreen Condominium Association*), in which the court found that similar language within the declarations of a condominium owners' association should also be construed as an effective prohibition of short-term rental usage.

The language referenced within the *Barrington Hills* case, it should be noted is markedly similar to language found within the Hoffman Estates Village code, and procedurally speaking represents how Village staff currently approach inquiries and enforcement surrounding short-term rental uses.

Other communities, however, have taken steps to make the ban of short-term rentals more explicit within their codes. Naperville, for example, adopted an ordinance in 2020 that expressly prohibited "residential structures from being used for the commercial purpose of providing short-term residential rentals." The adoption of this ordinance followed a well-publicized series of complaints of the use of larger homes within the community as "party mansions," offered for rental on short-term rental platforms.

In order to improve clarity within the Village code and remove any perceived ambiguity around the Village's position on the permissibility of short-term rentals, staff requests authorization from the Planning, Building and Zoning Committee to proceed with amendments to Chapter 9 (Zoning Code) of the Municipal Code to more explicitly preclude short-term rental uses within the Village.

As part of the review, amendments to other code sections may also be deemed necessary for consistency, including the "home based business" license provision included in Chapter 8 of the Municipal Code.

The Village will be undertaking a comprehensive update to the Zoning Code beginning in 2022, however, it is valuable to consider this specific change in a more expedited timeframe to address a situation that is becoming more common. It is likely this issue will be further examined and the Village's approach refined during that process.

RECOMMENDATION:

Direct the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding short-term rentals and related items.

cc: Planning and Zoning Commission

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization of a proposal from iBrand Visual, Streamwood, IL, to install a monument sign at the Village Green in an amount not to exceed \$45,000

MEETING DATE: April 11, 2022

COMMITTEE: Planning, Building and Zoning

FROM: Kevin Kramer, Director of Economic Development KK
Ashley Hines, Development Services and Public Works Intern

PURPOSE: Request authorization of a proposal from iBrand Visual, Streamwood, IL, to install a monument sign at the Village Green in an amount not to exceed \$45,000, as approved by the Ad Hoc Committee.

BACKGROUND: In June 2021, the Village Green Ad Hoc Committee directed Village staff to solicit and accept proposals for the planning, design, and installation of a monument sign to be placed at the Village Green. Two qualified firms, StudioGC and iBrand Visual, responded with proposals, including sign design, size, and price, in which iBrand Visual had the lowest qualifying bid.

The Ad Hoc Committee reviewed three proposed designs and voted to approve a double-faced sign with internal lighting, as seen in Option A.

DISCUSSION: The approved sign design is primarily made out of aluminum and includes the following:

- ◆ A channel cabinet in white aluminum with translucent white acrylic on the surface and additional blue and gold translucent vinyl lettering and designs, including the Village seal;
- ◆ An aluminum beacon topper with green LED internal illumination;
- ◆ A fabricated aluminum sign cabinet painted in deep green with a satin finish;
- ◆ A fabricated aluminum curved roof and supports painted in brown with a satin finish;
- ◆ Reverse, halo-lit “Village Green” channel lettering painted in green with opaque white vinyl outlining;
- ◆ 3” deep face-lit, “Hoffman Estates” internally illuminated channel lettering with white returns and white acrylic ‘drop in’ faces; and
- ◆ A fabricated aluminum sign base/pole cover decorated with halquist stone.

DISCUSSION: (Cont'd)

The monument sign will not be located in proximity to sidewalk access, trees, or other obstructions in which damage could occur. To ensure proper placement of the monument sign, iBrand Visual will perform a flag test with a life-sized replica of the sign at the desired location this spring while beginning the fabrication of the actual sign.

FINANCIAL IMPACT:

There is approximately \$52,000 remaining in the Prairie Stone Capital Fund - Village Green Phase I Improvement Project budget to be used for this project.

RECOMMENDATION:

Authorization of a proposal from iBrand Visual, Streamwood, IL, to install a monument sign at the Village Green in an amount not to exceed \$45,000

Attachments

cc: Tom Campana (iBrand Visual)



1359 W. YORKSHIRE DRIVE · STREAMWOOD · ILLINOIS · 60107
630.442.1800 866.599.SIGN www.iBrandvisual.com

PROPOSAL

220076-04

Date: 04/05/2022

Expires: 04/20/2022

Drawing Numbers:

Project: Hoffman Estates Village Green
5510 Prairie Stone Parkway
Hoffman Estates , IL

Client: Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates , IL 60169

Contact:

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
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Manufacture and Install one (1) Double-Face Monument Sign	\$35,819.00
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Revision 4

5" Deep Circular "Village Green of Hoffman Estates" Seal channel cabinet with white aluminum returns, retainer and back, 3/16" Translucent White acrylic face decorated on the 1st surface with 3M 3630-036 Blue and 3M 3630-141 Gold Nuggets translucent Vinyl, internally illuminated with white LED's, Mounted to roof structure with gusset support on the back. Fabricated Aluminum Sign Cabinet painted with Matthews #MP 42510 Deep Green with Satin Finish. Opaque white vinyl outline applied to sign cabinet to enhance LED reflection of "Village Green" Letters.

Fabricated Aluminum Curved Roof and Supports painted Matthews #MP 4991 Brown Country with Satin Finish.

Fabricated Aluminum Beacon Topper with Airline 146814 McNichols Perforated Metal Gauge Aluminum Cover Panels with mill finish on all sides, internally illuminated with Green LEDs.

3" Deep Face-lit "Hoffman Estates" Channel Letters with white returns and white acrylic 'Drop-In' Faces mounted to the top of the sign cabinet with grey support sleeves and flush to perforated metal beacon panel, internally illuminated with white LEDs. Backs painted Silver. Reverse, Halo-Lit "Village Green" Channel Letters painted Matthews #MP 23484 Granny Smith Green. Letter Style 'Vegan'

Fabricated Aluminum sign base/ pole cover decorated with Halquist Stone or equivalent - Fond Du Lac Ledge Stone Veneer.

Installation-Including excavation, concrete, setting steel, and installing the sign.	\$6,501.60
--	-------------------

NOT TO EXCEED \$45,000. With price variation on material fluctuating daily we added this NTE as requested.

IBV can hold the NTE price until 5/31....All approvals must be by then and material secured.

Salesperson: Thomas Campana

Buyer _____ Seller *Tom*



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PROPOSAL

220076-04

Date: 04/05/2022

Expires: 04/20/2022

Drawing Numbers:

Project: Hoffman Estates Village Green
5510 Prairie Stone Parkway
Hoffman Estates , IL

Client: Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates , IL 60169

Contact:

Primary Electric must be present and by others within 6 feet of sign location. We will make final connection if present at time of install. We can provide a cost of primary if needed with approved change order.

Deposit Rate: 50%
Deposit: \$16,710.30

Subtotal: \$42,320.60

Total: \$42,320.60

TERMS AND CONDITIONS OF PURCHASE AGREEMENT

APPLICABLE TAXES NOT INCLUDED.

1. **PERMITS:** Price does not include permits or permit acquisition costs. IBrand Visual shall, at Buyer's expense, obtain necessary permits and licenses from public authorities for the initial installation of the display(s).

FEED WIRES: If this agreement includes installation of an illuminated display, Buyer shall provide service feed wires of suitable capacity and approved type to within five (5) feet of the display(s) in advance of the installation date and IBrand Visual will make the final connection thereof to the display(s). Buyer to arrange for the providing and installing of any transformers, meters, timers or concrete pads at site.

DELIVERY AND PERFORMANCE: IBrand Visual will commence work upon receipt of accepted agreement, deposit, permits and licenses. The time for IBrand Visual performance is estimated, but is not guaranteed and is subject to delay resulting from war, fire, adverse weather, strike, acts of God, governmental regulations or other causes beyond reasonable control.

2. **FIELD CONDITIONS:** This agreement is based on standard installation conditions and does not take into consideration any non-standard soil conditions, installations at inaccessible areas, non-standard building conditions, etc. Quotations for installing items onto structures supplied by the Buyer are based on the assumption that the structures furnished by Buyer are structurally sound for accepting the display(s) purchased hereunder without modification. Exterior or interior building rework required to support signs is not included in our Agreement, unless so noted. If the installation requires that plates be placed on the inside of a wall, roof or ceiling, IBrand Visual agrees to perform this work in a workmanlike manner and Buyer agrees to pay for all plastering, redecoration or remodeling the Buyer may desire, unless otherwise specified in this agreement. For removing of transformers, it is assumed that sufficient access to and behind wall for workmen will be provided by Buyer. IBrand Visual will patch roof or roof covering removed or opened by IBrand Visual during the installation of display, but in making such repairs IBrand Visual assumes NO responsibility for rebonding. IBrand Visual shall be responsible for locating and clearing with JULIE any underground public utilities on the site which affect or obstruct the Work. The Buyer is responsible for informing IBrand Visual of any private underground obstructions (such as sprinkler systems) which may affect or obstruct the Work.

3. If display has been erected but IBrand Visual has not completed the electrical connections due to the failure of Buyer to furnish service wiring as provided in this agreement, the balance of the purchase price shall be deemed due and owing.

4. **PERMITS, LICENSES:** IBrand Visual shall obtain all permits, cost to be borne by Buyer, from public authorities for the initial installation of display(s). Buyer shall be responsible for securing and furnishing all private permission necessary from the owner and any mortgagee of the premises upon which display is to be installed. Unless otherwise directed in writing by Buyer, IBrand Visual shall not commence fabrication of the display until all required public permits have been issued. If public permits are denied, then this agreement shall terminate without liability to either party; provided, however, that Buyer shall reimburse IBrand Visual for any permit application costs and any manufacturing costs incurred as a result of prior written direction by Buyer.

5. **TAXES:** Buyer shall pay all personal property, sales, use and other taxes which may be imposed by law on the display or the use thereof. Buyer shall reimburse IBrand Visual for any taxes that may be billed to and paid by IBrand Visual for display.

6. IBrand Visual agrees to have all their workmen covered by Worker's Compensation Insurance; and further agrees to carry public Liability Insurance covering injuries to or death of persons and damage to property as a result of accidents for which IBrand Visual is responsible-subject to a single limit of \$1,000,000.00 each occurrence. Buyer shall indemnify and hold IBrand Visual harmless against any and all claims which may be asserted against IBrand Visual by reason of negligence of the Buyer, its agents, employees, or third parties. Insurance Certificates will be furnished to Buyer upon request.

7. Buyer bears full responsibility for risk of loss or damage to the display after delivery thereof to the site.

8. Title to the display and any other material furnished pursuant to this Agreement shall remain in IBrand Visual until all amounts owing hereunder have been paid in full. Until such amounts have been paid in full, all property furnished hereunder shall be deemed personal property, severable and removable from any realty to which it is attached, and shall not be deemed a fixture or appurtenance to such realty.

9. Buyer may not assign this Agreement without the prior written consent of IBrand Visual.

10. **SELLER'S WARRANTIES:** IBrand Visual warrants to Buyer that any display purchased hereunder (excluding lamps as to which IBrand Visual makes no warranty) at the time of

Salesperson: Thomas Campana

Buyer _____ Seller 



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1900 Hassell Road
Hoffman Estates , IL 60169

Contact:

delivery or installation, will be free from defects of material and workmanship, and will be in accordance with specifications which are a part of this Agreement. IBrand Visual sole obligation under these warranties is limited to either repair or replacement, at IBrand Visual option, of a defective part or nonconforming display for which written claim is made within 90 days of delivery or installation. All other warranties whether express or implied, are disclaimed. **Note:** All gaseous conductor tubes have an inherent tendency to change in color and light intensity proportionate to the period of use. Mercury filled tubing of any age is affected by cold weather. These are universal characteristics and not defects in manufacture. Replacement of operative tubes so affected is not part of this Agreement.

11. **DEFAULT:** The occurrence of any of the following events shall constitute a default hereunder: (a) Buyer fails to pay any amounts hereunder when due; (b) Buyer shall fail to perform or observe any other covenant of this agreement ; (c) Buyer becomes insolvent or becomes a debtor in Bankruptcy. Upon the occurrence of a default, IBrand Visual may declare all amounts remaining unpaid hereunder to be immediately due and payable. In such event, IBrand Visual shall have the right to enter upon Buyer's premises and take possession of the display or render it Inoperable, without any liability whatsoever to Buyer and without relieving Buyer of its obligations hereunder. In the event of a default hereunder, IBrand Visual shall be entitled to recover from Buyer all fees and expenses, including attorney's fees, incurred by IBrand Visual in enforcing its rights hereunder, including any costs incurred in removal of the display.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

13. This Agreement sets forth the entire understanding between the parties regarding the subject matter hereof. The terms of this Agreement may not be terminated, amended, supplemented, waived or modified except in writing signed by Buyer and a duly authorized officer of IBrand Visual.

Salesperson: Thomas Campana

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance  _____ Title  _____ Date 4/5/22



HOFFMAN ESTATES

Village Green

OPTION A

SCALE: 3/4" = 1'-0"
 FONT: ANDIGO

MONUMENT SIGN - DOUBLE FACE



FACE VIEW

SIDE VIEW

BACK VIEW

OPTION A

SCALE 3/4" = 1'-0"
FONT: ANDIGO

MONUMENT SIGN - DOUBLE FACE

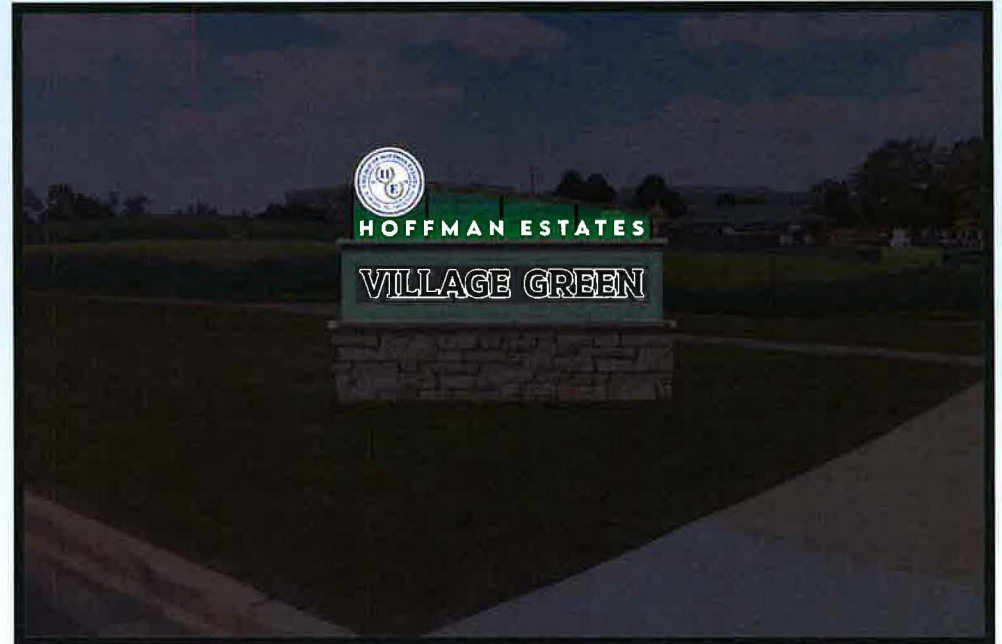


FACE VIEW

OPTION A SCALED PROPORTIONALLY

MONUMENT SIGN - DOUBLE FACE

INTERNALLY ILLUMINATED



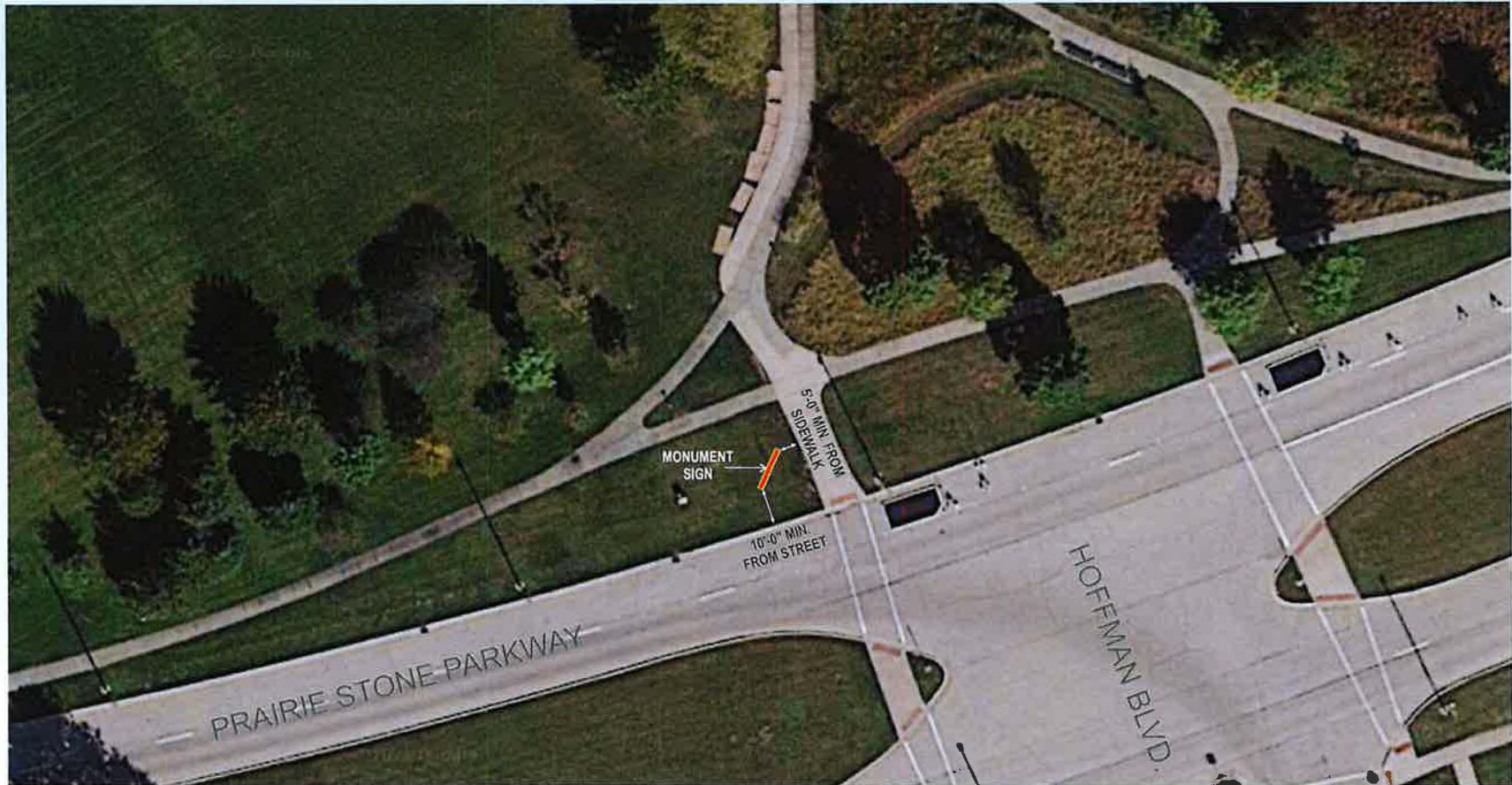
PROPOSED

PROPOSED - SIMULATED NIGHT VIEW

SITE PLAN

SCALE: 1" = 30'-0"

MONUMENT SIGN - DOUBLE FACE





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*

April 2022

GENERAL UPDATES

- ◆ Planning staff attended an APA Illinois webinar titled "Get Savvy on Technical Studies." The webinar covered best practice approaches to the review of technical studies as part of a development review including environmental, lighting, and traffic studies.
- ◆ Staff continues to test and finalize the public portion of the Central Square software (eTRAKiT) for planning projects.
- ◆ Planning staff attended various development meetings for current and potential development projects.
- ◆ Work continues on the Development Services website overhaul.

ACTIVE PLANNING PROJECTS

Project	Address	Status	PZC or PBZ Meeting	VB Meeting
Harvest Community Church Courtesy Review	2080 STONINGTON AVE	NO ACTION	03/14/2022	-
Open Space Release	775 JODY LN	APPROVED	03/14/2022	03/21/2022
Fountain Crossing Lot 7b Parking Lot	3125 N BARRINGTON RD	APPROVED	03/14/2022	03/21/2022
HomeGoods Expansion (10-day Administrative)	2780 N SUTTON RD	APPROVED	-	-
Ziegler Temp. Auto Storage SU Extension	80 W HIGGINS RD	PUBLIC MEETING	04/11/2022	4/18/2022
Dental Office Courtesy Review	1180-1190 APPLE ST	PUBLIC MEETING	04/11/2022	-
Dar-UI-Illum - Community Center and Mosque	1260 W HIGGINS RD	PUBLIC MEETING	04/20/2022	5/9/2022
Barrington Pointe Office Building Signage	2300 N BARRINGTON RD	PUBLIC MEETING	04/20/2022	5/9/2022
Belle Tire	4801 HOFFMAN BLVD	UNDER REVIEW		
H-90 Speculative Industrial Building	2685 EAGLE WAY	UNDER REVIEW		
Higgins / Roselle Storm Sewer Project (WT)	HIGGINS & ROSELLE RD	UNDER REVIEW		
Hoffman Plaza Lot 2 Subdivision	50 E HIGGINS RD	UNDER REVIEW		
Plum Farms Utilities	HIGGINS / OLD SUTTON	UNDER REVIEW		
Popeyes at Barrington Square	2280 W HIGGINS RD	UNDER REVIEW		
Ricky Rockets & Retail Building Site Modifications	1305 N BARRINGTON RD	UNDER REVIEW		
The Reserve at Bell Works (Townhomes)	1705 LAKEWOOD BLVD	UNDER REVIEW		
Tollway Maintenance Facility	CENTRAL & ELA RD	UNDER REVIEW		
Autumn Woods SF Subdivision	GOLF RD & BERNER RD	UNDER REVIEW		
80 W Higgins Onsite & Offsite Storm Sewer	80 W HIGGINS RD	UNDER REVIEW		
Umiya Dham (Hindu Temple and SF Homes)	SEC ROHRSEN / GOLF RD	UNDER REVIEW		
2601 Pratum - Public Utilities Easement	2601 PRATUM AVE	UNDER REVIEW		
Cannabis Dispensary and Lounge	1225 N BARRINGTON RD	INTAKE REVIEW		
Waterfront Community Church SU	2080 STONINGTON AVE	UNDER REVIEW		
Indoor Sports Training Facility SU	2070 STONINGTON AVE	UNDER REVIEW		

PENDING PLANNING PROJECTS

Project	Address	Status
Beacon Pointe Phase 2	NWC BEVERLY / SHOE FACTORY	PENDING
Casey's Gas Station (Bucky's Redevelopment)	1700 ALGONQUIN RD	PENDING
Casey's Gas Station (Bucky's Redevelopment)	615 W HIGGINS	PENDING
Casey's Gas Station (Bucky's Redevelopment)	1 W GOLF RD	PENDING
Hoffman Lanes Redevelopment	80 W HIGGINS RD	PENDING
Macaroni Grill Redevelopment	2575 HIGGINS RD	PENDING
Plum Farms Mixed Use (CRG Residential)	4800 W HIGGINS RD	PENDING
Seasons at Hoffman Estates Final Site Plan	1701 MOON LAKE BLVD	PENDING
U-Haul Redevelopment	2475 PEMBROKE AVE	PENDING

MONTHLY PLANNING PROJECT ACTIVITY

Projects Submitted by Type	March	2022 YTD
Pre-Development		3
Agreement		1
Annexation		
Courtesy Review	1	2
Easement	1	4
Master Sign Plan		
Plat of Subdivision		3
Other Plat		1
RPD Amendment		
Site Plan Review	2	10
Special Use		5
Text Amendment		1
Rezoning		1
Variation		
Total	4	31
FOIA Processed	4	10
Zoning Verification Letters	1	2
Building Permits Processed by Planning	40	85

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	March		Year to Date	
Number of administrative/staff review site plan cases completed	2	100%	3	50%
Number of PZC site plan cases processed	0		3	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

Site Plan Review Timing	March		Year to Date	
Number of cases processed within 105 days	2	100%	6	100%
Annual goal is to complete 100% of cases within 105 days				



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

April 2022

GENERAL ACTIVITIES

- Bryan Ackerlund received 2 additional certifications, **Mechanical Code Specialist** and **Mechanical Inspector**, through the International Code Council (ICC).
- On March 4, 2022, Kathleen Kuffer & John Staschke attended the SBOC training session on Deck Inspection for New & Existing Construction and Deck Planning, Plan Review & Inspections per the 2021 IRC in Woodridge.
- On March 8, 2022, David Banaszynski attended the IEHA spring conference.
- On March 8, 2022, Jeff Mattes, Anthony Knuth, John Staschke & John Shogren attended a NWBOCA webinar training session on IECC Compliance.
- On March 11, 2022, Bryan Ackerlund, Kala Kutenberg, Kathleen Kuffer & David Banaszynski attended the SBOC training session on Legal Aspects of Code Enforcement in Woodridge.
- On March 18, 2022, Bryan Ackerlund, David Banaszynski, John Staschke & Tony Knuth attended the SBOC training session on Significant Changes to the 2021 International Residential Code in Woodridge.
- On March 25, 2022, Bryan Ackerlund, Jeff Mattes, John Shogren & Tony Knuth attended the SBOC training session on Significant Changes to the 2021 International Building Code in Woodridge.
- Staff conducted interviews for two vacant Code Enforcement Officer positions and is in the process of evaluating applications for the new Permit Services Technician position.
- The 2nd home in the Walnut Pond subdivision is finalizing the rough construction phase.
- Plans are under review for the **Amazon** tenant build-out in Fountain Crossing.
- Work continues at a quick pace at **Microsoft**. Structural steel framing has been installed and the building is being enclosed. Site work is very active as they continue with underground utilities and storm water management.
- Construction continues on the **Amita Health** addition. Temporary entrance and exit routes have been set up to direct the public around the work.
- The build out for **Banfield** in Hoffman Plaza is near occupancy and is expected to open in Q2.
- The **BP gas station** at Barrington Road and Higgins Rd has been demolished in preparation for the new building and fuel pumps. The construction permit is currently under review.

Bell Works Construction Update:

- Somerset and their architect are finalizing the plans for the building permit of the **Fairgrounds World's Fair** restaurant. Construction is expected to begin in the coming months with occupancy anticipated by fall 2022.
- Headline solar recently had their final inspections and expect occupancy soon.
- Several other tenant build-outs and office spaces are in the works, including "Ready-to-Wear 2.0" and a new tenant occupying 40,000 sf of the 3rd floor.

Central Square Community Development Software Conversion (formerly TRAKiT)

- Community Development officially went live to Village staff at the end of 2021.
- Staff continues to test Central Squares newest field application, Mobiles, under the Early Adopter agreement. This application will allow inspectors to access plans and enter inspection information while in the field, reducing their office time and increasing efficiency. Regular meetings are held for coordination and issue discovery.
- Department staff, along with IT, continue to work with Central Square on the resolution of the remaining go-live items. We are targeting public access in the coming months.

2022 Code Enforcement Freedom of Information Act Requests Processed

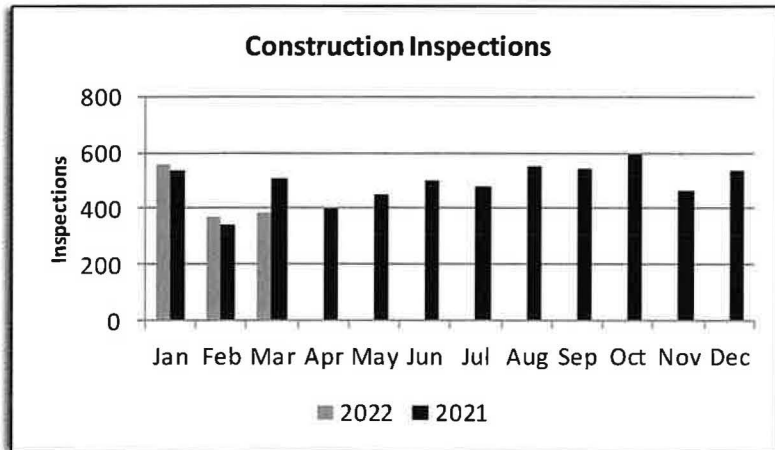
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
43	44	46	0	0	0	0	0	0	0	0	0	133

2022 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
6	16	12	0	0	0	0	0	0	0	0	0	34

Construction Inspections

Year	2022	2021
Jan	555	537
Feb	371	342
Mar	385	505
Apr	0	399
May	0	452
Jun	0	498
Jul	0	476
Aug	0	553
Sep	0	540
Oct	0	595
Nov	0	464
Dec	0	537
Total	1311	5898



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

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- At the start of 2022, Code Enforcement staff resumed normal operation to the Rental Housing Program, which had been modified due to COVID safety measures.
- There are currently 1,932 rental properties registered. This includes 1,263 single family and townhome units (65%) and 669 condominium units (35%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 17, 2021 to all rental properties. The deadline to submit payment and update registration information was January 17, 2022.
- As of April 4th, 1,885 properties have renewed.

2022 Rental Inspections

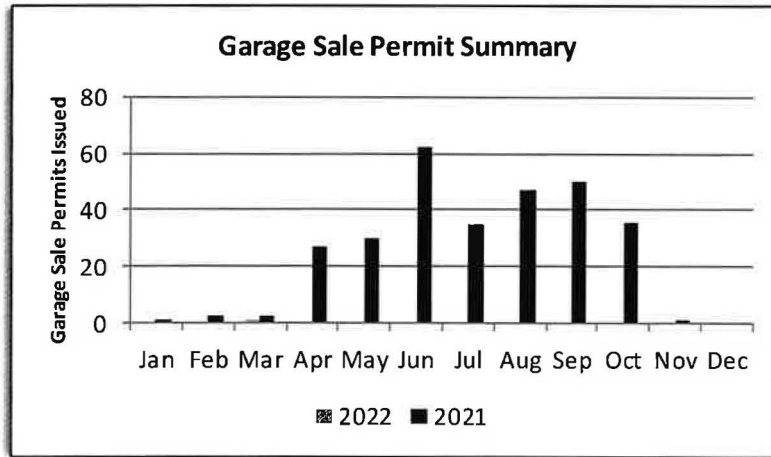
Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	88	126	131	0	0	0	0	0	0	0	0	0	345
Reinspections	99	69	89	0	0	0	0	0	0	0	0	0	257
Total	187	195	220	0	0	0	0	0	0	0	0	0	602

Inspection Services Performance	March	1 st Quarter	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	97%	98%	98%	95% within 24 hr. notice
Percentage of annual rental inspections completed	7%	18%	18%	100% of total*

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

Garage Sales

Year	2022	2021
Jan	0	1
Feb	0	3
Mar	1	3
Apr	0	27
May	0	30
Jun	0	62
Jul	0	35
Aug	0	47
Sep	0	50
Oct	0	36
Nov	0	1
Dec	0	0
Total	1	295

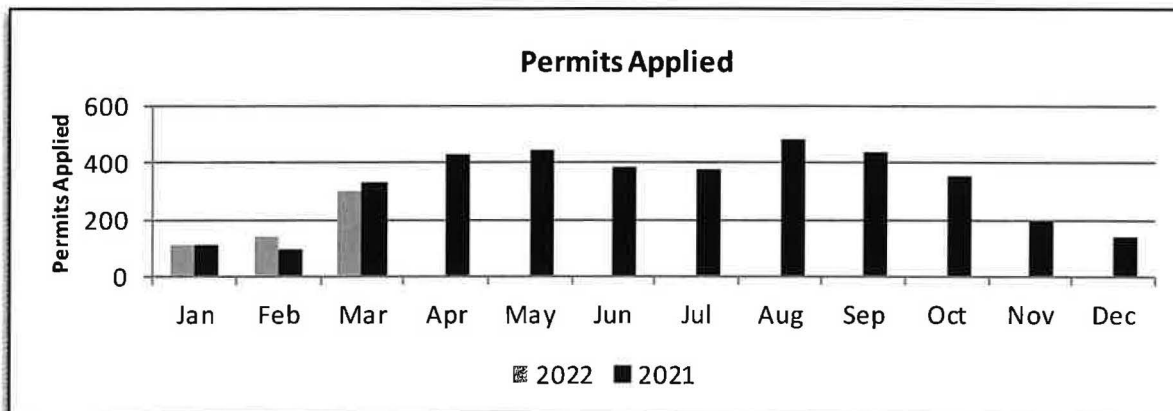


2022 Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Commercial New	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Single Family New	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Land Development	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Fire	7	9	16	0	0	0	0	0	0	0	0	0	32	112
All Other Permits	114	110	184	0	0	0	0	0	0	0	0	0	408	3523
2022 Total	121	119	200	0	0	0	0	0	0	0	0	0	440	
2021 Total	113	96	256	359	450	392	401	387	469	368	225	124		3640

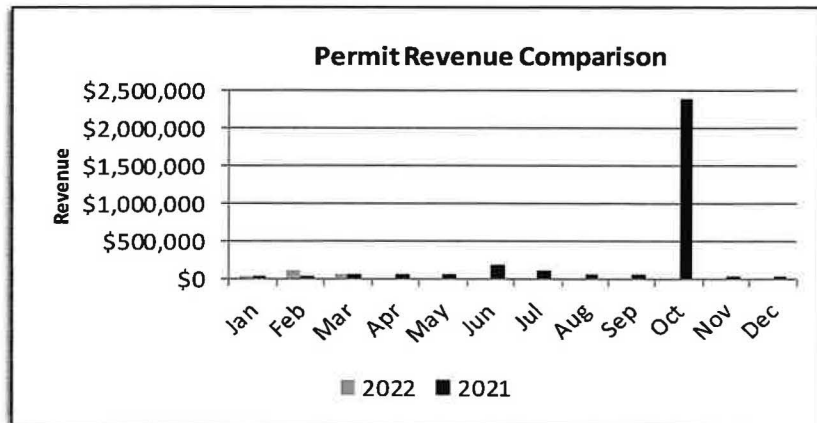
2022 Permits Applied

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	113	142	299	0	0	0	0	0	0	0	0	0	554
2021	107	96	328	426	440	383	373	484	436	352	195	143	3763



Permit Revenue

Year	2022	2021
Jan	\$39,197	\$47,073
Feb	\$117,640	\$2,687
Mar	\$60,345	\$50,059
Apr	\$0	\$61,109
May	\$0	\$69,400
Jun	\$0	\$187,474
Jul	\$0	\$104,287
Aug	\$0	\$72,843
Sep	\$0	\$59,863
Oct	\$0	\$2,381,009
Nov	\$0	\$38,116
Dec	\$0	\$43,184
Total	\$217,182	\$3,117,104



2022 Budget: \$900,000.

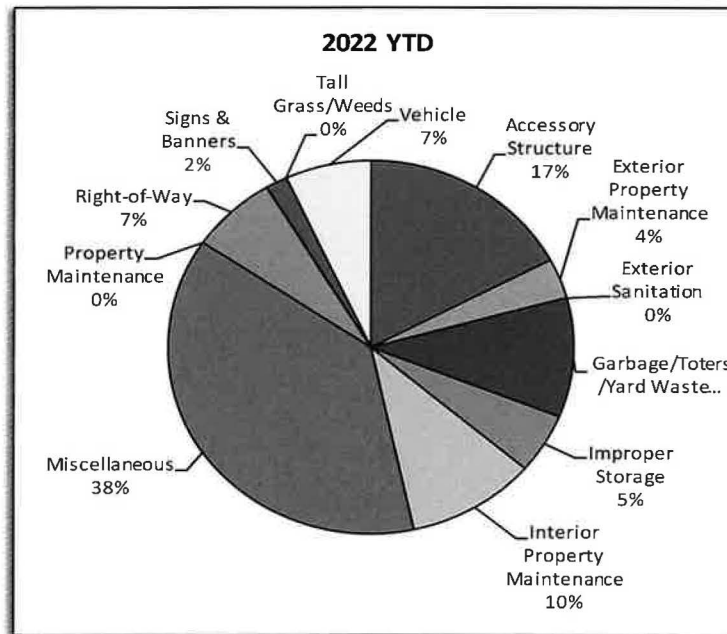
Total Revenue includes building permits, fire permits and Temporary & Full Certificates of Occupancy.

*** The October 2021 increase was due to the Microsoft building permit revenue.**

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

2022 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Accessory Structure	7	0	3	0	0	0	0	0	0	0	0	0	10	57
Exterior Property Maintenance	2	0	0	0	0	0	0	0	0	0	0	0	2	66
Exterior Sanitation	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Garbage/Toters/Yard Waste	4	1	1	0	0	0	0	0	0	0	0	0	6	48
Improper Storage	2	1	0	0	0	0	0	0	0	0	0	0	3	107
Interior Property Maintenance	1	2	3	0	0	0	0	0	0	0	0	0	6	21
Miscellaneous	8	2	12	0	0	0	0	0	0	0	0	0	22	169
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	82
Right-of-Way	4	0	0	0	0	0	0	0	0	0	0	0	4	48
Signs & Banners	1	0	0	0	0	0	0	0	0	0	0	0	1	10
Tall Grass/Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0	385
Vehicle	2	0	2	0	0	0	0	0	0	0	0	0	4	38
2022 Total	31	6	21	0	0	0	0	0	0	0	0	0	58	
2021 Total	69	49	89	58	275	164	110	69	80	25	23	22		1033



2022 Citations Issued

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	12	0	24	0	0	0	0	0	0	0	0	0	36
Code	68	97	45	0	0	0	0	0	0	0	0	0	210
Rental	75	121	77	0	0	0	0	0	0	0	0	0	273
Total	155	218	146	0	0	0	0	0	0	0	0	0	519

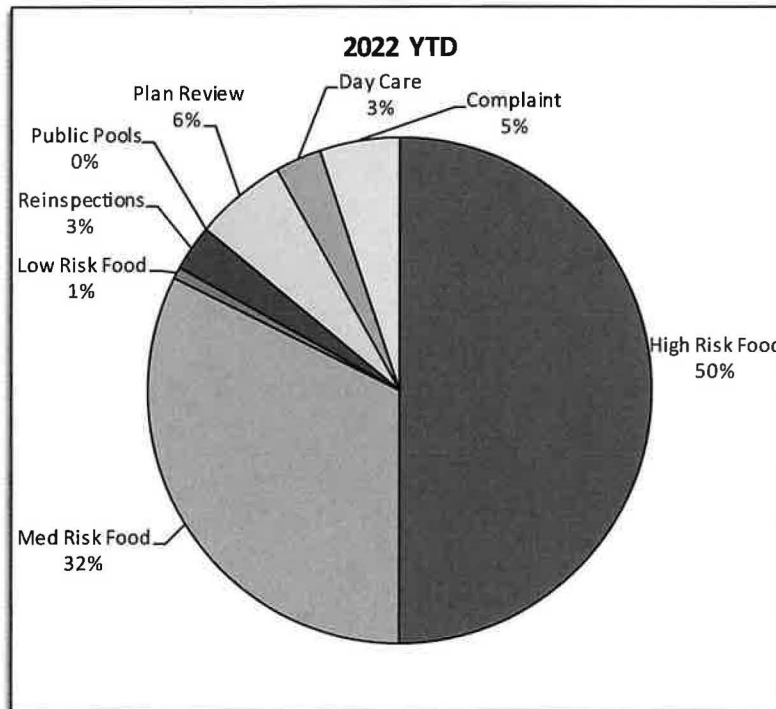
2022 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	79	65	32	0	0	0	0	0	0	0	0	0	176
Rental	46	58	89	0	0	0	0	0	0	0	0	0	193
Total	125	123	121	0	0	0	0	0	0	0	0	0	369

Inspection Services Performance	March	1 st 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

2022 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	37	31	0	0	0	0	0	0	0	0	0	0	68
Med Risk Food	0	0	44	0	0	0	0	0	0	0	0	0	44
Low Risk Food	0	0	1	0	0	0	0	0	0	0	0	0	1
Reinspections	1	2	1	0	0	0	0	0	0	0	0	0	4
Public Pools	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review	3	0	5	0	0	0	0	0	0	0	0	0	8
Day Care	0	0	4	0	0	0	0	0	0	0	0	0	4
Complaint	4	0	3	0	0	0	0	0	0	0	0	0	7
Total	45	33	58	0	0	0	0	0	0	0	0	0	136



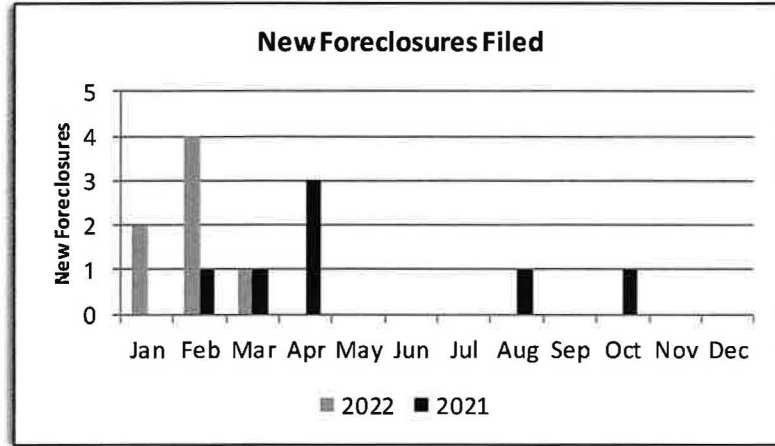
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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	March	1 st Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	11%	26%	26%*	100% of total

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

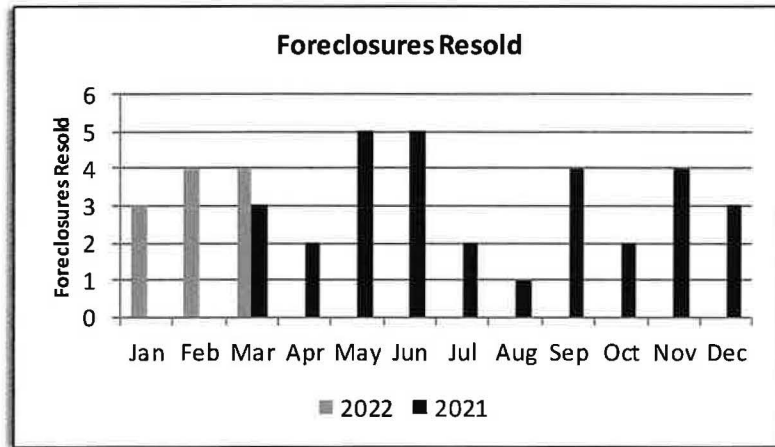
New Foreclosures Filed

Year	2022	2021
Jan	2	0
Feb	4	1
Mar	1	1
Apr	0	3
May	0	0
Jun	0	0
Jul	0	0
Aug	0	1
Sep	0	0
Oct	0	1
Nov	0	0
Dec	0	0
Total	7	7



Foreclosures Resold

Year	2022	2021
Jan	3	0
Feb	4	0
Mar	4	3
Apr	0	2
May	0	5
Jun	0	5
Jul	0	2
Aug	0	1
Sep	0	4
Oct	0	2
Nov	0	4
Dec	0	3
Total	11	31



Historical Foreclosure Information

Foreclosures Filed	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
		312	620	208	139	81	68	90	79	66	26

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

April 2022



Economic Development

-
- Monthly Reoccurring Tasks:
 - 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.
 - Promoted Hoffman Estates on social media while building a network to share about projects within the Village.
-
- Finished a first draft of the Economic Development Strategic Plan by drafting the 10 strategies for Hoffman Estates Economic Development. Will continue to refine the draft and complete the appendices in April and May.
 - Promoted Bell Works by hosting meetings and planning events in the building.
 - Completed all staff liaison duties for the Arts Commission by attending meetings, finalizing contracts and updating the digital subscriber database.
 - Worked with NLNW to facilitate the program engagement with CPATAX Services and their coach.
 - Reviewed the 1st Reimbursement Request for the 54' Pipe-Bowling Alley Demo project in the Roselle Road TIF. Reviewed the 2nd Reimbursement Request for the Lakewood TIF.
 - Completed all staff liaison duties for the Economic Development Commission.
 - Worked with members of the Economic Development Commission to host a Broker Tour event at the NOW Arena on February 23rd for residential realtors prior to a Windy City Bulls game. The "tour" was attended by 8 brokers but well received by those who attended.
 - Coordinated a review of the Higgins-Old Sutton TIF RDA with other Staff. Also, met with two potential developers of property within or adjacent to the TIF.
 - Facilitated meetings with the Village consultant on forming a TIF near Stonington and Pembroke Avenues.
 - Continued planning for the upcoming ICSC Las Vegas show from May 22-24 by booking travel plans, scheduling meetings and evening events, and planning the booth design.
 - Held calls with two mentee graduate students, one through ICSC and one through IEDC, as they look to start their careers in real estate development and economic development, respectively.
 - Attended and spoke at the Bisnow Chicago Future of the Suburbs event on April 30th at Bell Works.

- Staff is part of the ICSC Next Gen Leadership Network and attended the recent Spring Summit in Chicago.
 - Economic Development staff attended the:
 - Monthly Hoffman Estates Chamber Board and Membership Committee meetings
 - Monthly NLNW Board & Design Team meetings
 - GCAMP meeting discussing workforce retention issues
 - Quarterly CMAP Regional Economy Committee meeting
 - CMAP Collaborative on Local Incentives meeting
 - Monthly Lambda Alpha meeting
-

Tourism

- **Partnerships with Area Convention Bureaus Yield Leads**
 - The Tourism Office hosts monthly meetings/conference calls with area Convention Bureaus to discuss opportunities for NOW Arena or to provide overflow housing for their regional events. In March, several leads were provided by MEET Chicago NW, Elgin Fox Valley CVB, and Rockford CVB due to these relationships.
 - Midwest Regional Summit Cheer/Dance Championships - April 9-10, 2022
 - FIVB Volleyball Men's World Championship - August 26-September 11, 2022
 - 2023 Midwestern Pacific Synchronized Skating - January 22-24, 2023
 - TNF USA - Cultural Event - May 24-26, 2024
 - NCAA has just released interest forms for several events between 2023-2026 for women's basketball (DI, DII, or DIII)
- **Excision Concert Event - NOW Arena - March 4-5, 2022**

This was a great event for Village hotels. Almost 900 room nights can be traced back to this event. A large cheer event during the same time period provided an interesting mix of guests at the hotel properties. No issues reported at any Hoffman Estates' hotels.
- **Clearbrook PALS Annual Fundraising Event**

This event was previously held annually at the Stonegate. Staff forwarded this opportunity to Bell Works to host. Typically, 200 guests attend and it includes dinner, silent auction, and live entertainment.
- **Squad Help**

Promoted Main Event and Panic Escape Room for as great locations for a Corporate Team Building Event.
- **Meeting for Hotel Owners/Managers to Review New Hotel Ordinance**

Every hotel sent representation to this meeting that allowed them to discuss the newly enacted Hotel Ordinance with the Village Manager and Police Chief.
- **Bell Works Tour - April 19, 2022**

All hotels have new leadership teams. Mr. Kramer and Ms. Scheck have arranged a tour of Bell Works to familiarize hotel sales leaders with the event spaces and the opportunities the development presents as it continues to welcome new tenants and host events.

Webinars

- Straight Talk on online booking tools
- Implementing changes for a safe and healthy journey
- What's next for online booking tools
- Embracing innovative mobility technology and new travel paradigms
- Reaching new customers and emerging delivery options - Illinois Restaurant Association
- Be seen online - professional marketing and PR tips for restaurants - Illinois Restaurant Association
- How Hotel Executives view the Transactions Market

Meetings/Activities

- Economic Development meeting
- Brainstorm Hoffman Highlights video project with Communications Director and ED
- Celtic Fest Commission meeting
- 4th of July Commission meeting - Presented recap of food vendors that have accepted invitation to join Fest in 2022
- Meet with Holiday Inn Express general manager
- Meet with Country Inn and Suites Assistant general manager
- Meet with Chicago Marriott NW general manager
- Lunch with MEET Chicago NW CVB to discuss regional events and NOW Arena referrals
- Conference call with Elgin/Fox Valley sales manager
- Conference call with Rockford Convention Bureau
- Conference call with Comfort Inn Brand sales leader
- Distributed hotel Police incident reports
- Distributed "Hot Sheet" listing of NOW Arena events to prepare hotels for demand periods
- Distributed 2022 Hospitality Forecast Report for US and Canada



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention