



**Meeting Members:**  
Gary Stanton, Chairperson  
Karen Arnet, Vice-Chairperson  
Karen Mills, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Michael Gaeta, Trustee  
William McLeod, Mayor

## Village of Hoffman Estates

### Planning, Building and Zoning Committee Meeting Agenda

July 5, 2022

Immediately Following Transportation & Road Improvement Committee

Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

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- I. Roll Call
  - II. Approval of Minutes - June 13, 2022  
- June 20, 2022 (*Special Meeting*)

#### NEW BUSINESS

1. Request approval by homeowner for release of a portion of an open space easement at 1232 Clover Lane (construction of a patio, shed, and concrete slab).
2. Discussion regarding raising/keeping of chickens within the Village.

#### REPORTS (INFORMATION ONLY)

1. Planning Division Monthly Report
  2. Code Enforcement Division Monthly Report
  3. Economic Development and Tourism Monthly Report
- III. President's Report
  - IV. Other
  - V. Items in Review
  - VI. Adjournment

PLANNING, BUILDING & ZONING  
COMMITTEE MEETING MINUTES

June 13, 2022

**I. Voice**

**Members in Attendance:**

**Gary Stanton, Chair**  
**Karen Arnet, Vice-Chair**  
**Karen Mills, Trustee**  
**Anna Newell, Trustee (via electronic attendance)**  
**Gary Pilafas, Trustee (via electronic attendance)**  
**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**  
**Peter Gugliotta, Director of Dev. Services**  
**Kevin Kramer, Director of Econ. Dev.**  
**Patrick Seger, Director of HRM**  
**Jennifer Horn, Director of Planning & Trans.**  
**Suzanne Ostrovsky, Asst. Village Mgr.**  
**Ric Signorella, CATV Coordinator**  
**Ben Gibbs, GM, NOW Arena**

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

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the Planning, Building & Zoning Committee meeting minutes of May 9, 2022. Roll call vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of Lakewood Center TIF Reimbursement Request #2 in the amount of \$45,872,929.44.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve Lakewood Center TIF Reimbursement Request #2 in the amount of \$45,872,929.44. 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 reported that he attended the US Conference of Mayors in Reno, NV from June 2-6, the Monarch butterfly pledge event on June 8, his grandson's birthday in TN, and a block party on Silver Pines on June 11.

**IV. Other****V. Items in Review****VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:07 pm. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

SPECIAL PLANNING, BUILDING & ZONING  
COMMITTEE MEETING MINUTES

June 20, 2022

**I. Voice**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

- Eric Palm, Village Manager
- Dan O'Malley, Deputy Village Manager
- Art Janura, Corporation Counsel
- Peter Gugliotta, Director of Dev. Services
- Kevin Kramer, Director of Econ. Dev.
- Patrick Seger, Director of HRM
- Joe Nebel, Director of Public Works
- Darek Raszka, Acting Director of IT
- Monica Saavedra, Director of HHS
- Anthony Fashoda, Asst. Director of Finance
- Kasia Cawley, Police Chief
- Tricia O'Donnell, Communications Mgr.
- Suzanne Ostrovsky, Asst. Village Mgr.
- Ric Signorella, CATV Coordinator
- Yousef Ahmed, Levy Foods

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

**NEW BUSINESS**

- 1. Request approval of an Ordinance of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, to set a date for and to approve a public notice of a public hearing for the Stonington Pembroke Tax Increment Finance Redevelopment Project Area.**

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

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve an Ordinance to set a date for and to approve a public notice of a public hearing for the Stonington Pembroke Tax Increment Finance Redevelopment Project Area. Roll call vote taken. All ayes. Motion carried.

**II. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:03 pm. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval by homeowner for release of a portion of an open space easement at 1232 Clover Lane (construction of a patio, shed, and concrete slab)

**MEETING DATE:** July 5, 2022

**COMMITTEE:** Planning, Building & Zoning

**FROM:** Jennifer Horn, Director of Planning and Transportation   
Daisy Dose, Assistant Planner 

**REQUEST:** Request approval by homeowner for release of a portion of an open space easement at 1232 Clover Lane (construction of a patio, shed, and concrete slab).

**BACKGROUND:** The subject property is located in the Meadow Walk subdivision platted in 1986. Each lot was platted with a permanent private open space easement granted to the Village. The easements range between 18 and 20 feet and run parallel to the front and rear property lines of each lot. The Village has the sole right to release portions of the open space easement from time to time.

**DISCUSSION:** The homeowners, Chunseok and Byunghee Lee, are requesting a release of a portion of the 18 foot open space easement running parallel to the rear property line to accommodate a patio and a shed with a concrete slab in the rear yard.

There is an existing 10 foot by 8 foot patio and 12 foot by 8 foot shed (without a concrete slab) located adjacent to the home. The homeowners are proposing to expand the patio to be 20 feet wide by 16 feet in length and relocate the shed with a new 12 foot by 8 foot concrete pad to the northwest corner of the property. The entirety of the concrete slab and shed and a 20 foot by 5 foot portion of the expanded patio will encroach into the rear yard open space easement. The proposed patio and shed are fully compliant with all size and setback requirements of the Zoning Code.

If the release is approved, staff recommends releasing only the 12 foot by 8 foot portion for a concrete slab and shed and the 20 foot x 5 foot portion for the patio expansion.

**RECOMMENDATION:** Request approval by homeowner for release of a portion of an open space easement at 1232 Clover Lane (construction of a patio, shed, and concrete slab).

Attachments

cc: Chunseok & Byunghee Lee

**VILLAGE OF HOFFMAN ESTATES  
REQUEST FOR RELEASE OF OPEN SPACE**

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**FOR VILLAGE USE ONLY**

Hearing Fee \$ 75 Date Paid 6/20/22 Received By DD  
Hearing Date: 7/5/22 Zoning District R9 Project No. PLAT 22-0014  
Receipt Number 1558 Check No. — Variations Required? NO

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**INSTRUCTIONS:** All requests for a release of open space before the Planning, Building and Zoning Committee must be accompanied by the items required according to the nature of the request. All fees must be paid before the Planning, Building and Zoning Committee can hear any case.

**PLEASE PRINT OR TYPE**

1. Name of Owner(s) ChunSeok Lee, Byunghee Lee  
Owner's Address 1222 Clover LN Phone 224-567-1587  
City Hoffman Estates State IL Zip 6092  
E-Mail Address Chunlee13@gmail.com

2. Person applying if other than owner:

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

3. Location of Property if different than #1 above: \_\_\_\_\_

4. Property Index Number (PIN) 02-19-228-013-0000

5. Plat Original Document Number \_\_\_\_\_

6. Purpose of Request To request patio concrete installation of patio size 20'x16, instead 20'x12. Another request for the shed floor measurement to be 12'x8.

7. Required Easement and Present/Proposed Encroachment

	Present	Required	Proposed
Side Yard		3' (shed) 5' (patio)	3' (shed) 1.8' (patio)
Rear Yard		5' (shed) 5' (patio)	3' (shed) 5' (patio)
Front Yard			

8. Estimated Cost of Proposal

\$	_____	Building
\$	_____	Driveway
\$	6,200.00	Other
\$	6,200.00	Total

9. Why is the release of open space being requested? This statement should include sufficient detail to justify this request.

Request is for the installation of concrete on the rear yard floor, and shed floor.

Requesting size of 20'x16' maximize the use of rear yard space, and size of 12'x8' to maximize the use of shed floor.

10. Describe existing construction materials and proposed materials indicating if proposed construction will match or blend with the existing structure.

There will be no blend or obstruct with current material as there is no existing structure.

11. Who will construct the proposed use?

Blue Construction

12. Describe all alternatives considered in locating the proposed construction and describe why they were not selected (i.e. construction of detached garage instead of an attached garage because of steep grades).

Considered 20' X 12' concrete floor however size would not allow to maximize the space use as users are willing to utilize entire of rear floor, and 12' X 8' of shed floor.

13. Will the proposed construction require removal/relocation of trees, driveway apron, utilities, other? If yes, please describe.

No

14. Is the applicant the original owner? Yes How long has the applicant resided at this address? 1 Year Did the condition that instituted this request for a release of open space exist at the time the applicant purchased this property? If yes, please describe.

No there was no concrete floor in the rear yard.

**15. ACKNOWLEDGMENT**

Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village.

Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.

7. Signature



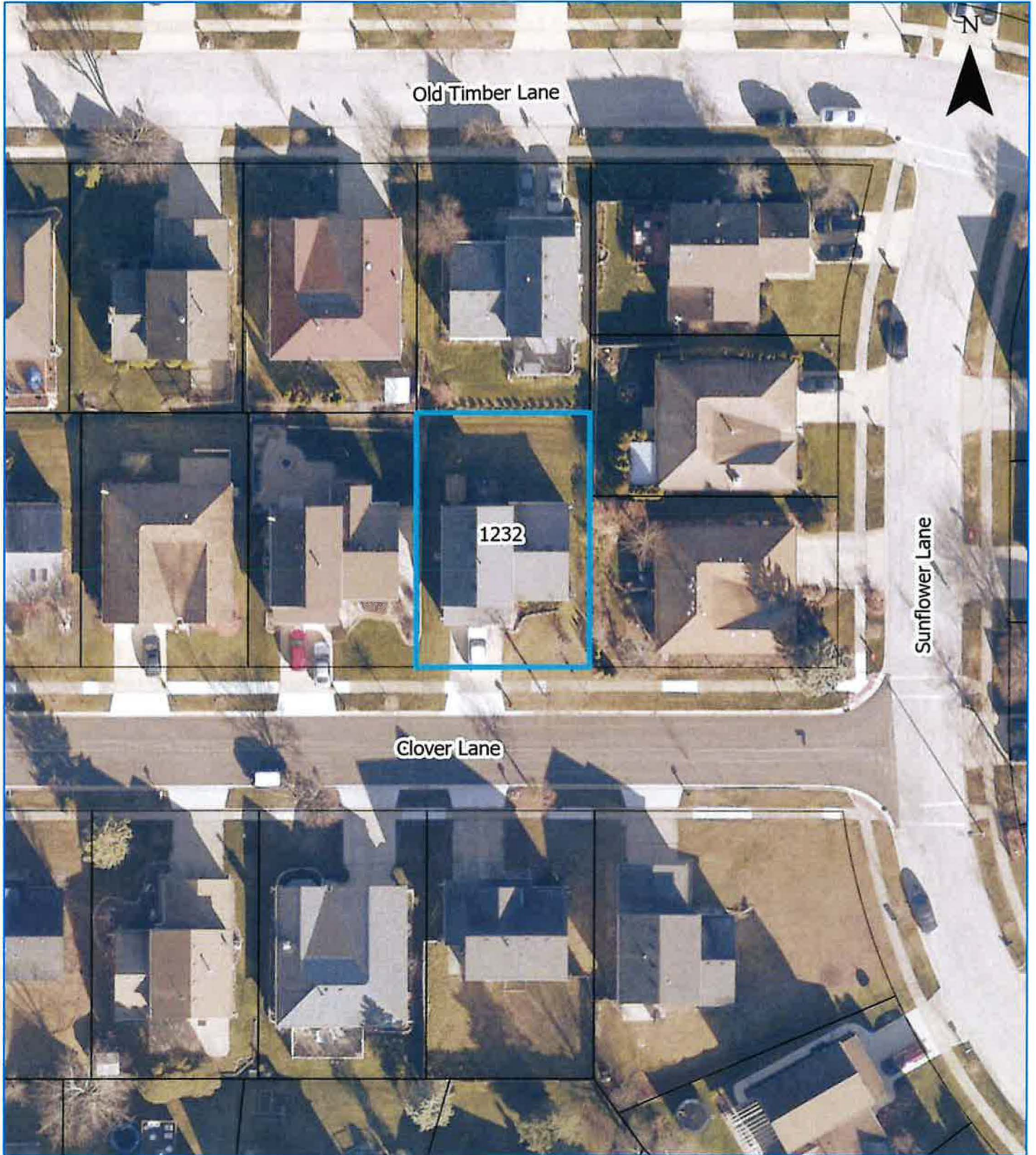
Applicant

JUN . 13 . 2022

Date



1232 Clover Lane  
PIN: 02-19-228-013-0000



-  Parcels
-  Subject Property

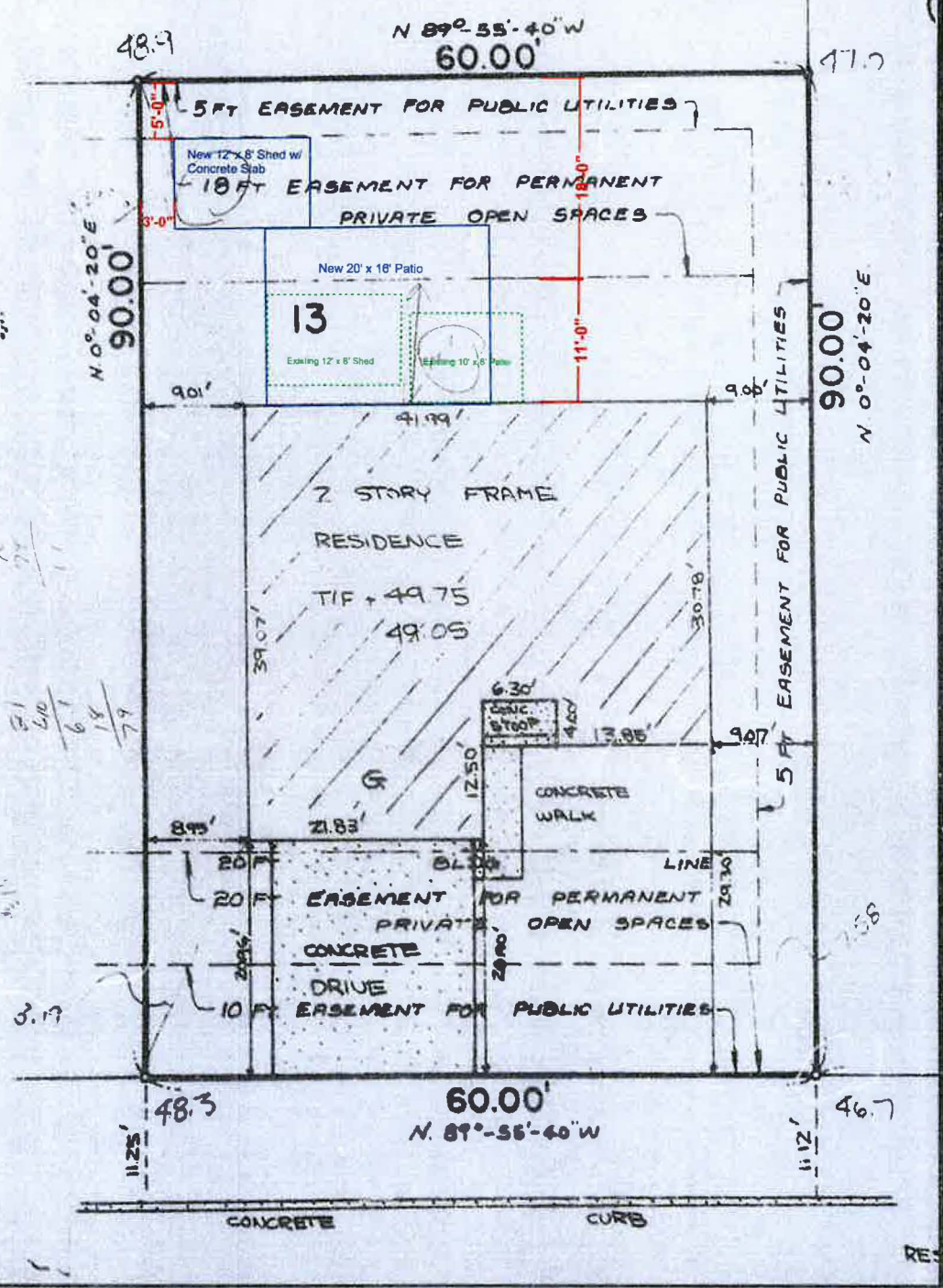


Planning and Transportation Division  
Department of Development Services  
July 2022

12 ✓

30 75/2  
21 50/1  
6 2 1/2

Permit #  
02050280



5

28  
28

51  
410  
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79

3.17

BE



RES

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding raising/keeping of chickens within the Village

**MEETING DATE:** July 5, 2022

**COMMITTEE:** Planning, Building & Zoning

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

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**REQUEST:** Discussion regarding raising/keeping of chickens within the Village.

**BACKGROUND:** A resident submitted the attached letter requesting the Village Board to consider a review of the Municipal Code to allow the keeping of chickens within the Village.

The Village Board heard a similar request brought forward by a resident in June 2019. At that time, after a review of the background material at a public meeting, the Village Board direct staff *not* to pursue text amendments which would allow raising and keeping of chickens in the Village.

**DISCUSSION:** A survey was recently distributed via the Northwest Municipal Conference to gauge other municipalities' handling of permitting chickens within municipal boundaries (survey attached). Based on the survey results and additional staff research, below is a list of the ten communities that allow the raising/keeping of chickens in the north/northwest suburbs:

- ◆ Bartlett
- ◆ Deerfield
- ◆ Des Plaines (up to 100 permits; to be revaluated in 2023)
- ◆ Elgin
- ◆ Evanston
- ◆ Glencoe
- ◆ Grayslake
- ◆ Highland Park
- ◆ Schaumburg (by special use only)
- ◆ Wheeling

Those communities that allow chickens include a variety of regulations related to permitted zoning districts, number of chickens allowed, prohibition of roosters, and location and size of coops.

**RECOMMENDATION:** Information is presented for discussion.

cc: Planning and Zoning Commission

Village Board of Hoffman Estates,

I write this letter as a life-long resident of this great village, member of my community, and concerned citizen. I am concerned because as a millennial and resident, I fear that this great Village will fall behind in attracting future homeowners and lose a valuable opportunity at education. Education of the future generation is the pride and cornerstone in the building of a community. I believe that allowing residents to raise and keep chickens (“Hens”) will allow for an education of sustainability, conservation, food safety, and gratefulness for the **future generation** for valuing where their food comes from. I ask you, for those that oppose this ordinance, what generation do those oppose belong to?

For those that oppose this ordinance proposal, yes with chickens there will be issues that arise, but with a well written ordinance, those problems can be addressed. With issues, come solutions that rise to the occasion, and I truly believe that our time is now. Keeping a limit to the amount of chickens, allowing chickens to be only kept in pens a certain amount of feet from a property line, and only permitting hens, will allow a foundation of responsible chicken keeping without the risk of annoying neighbors. Restrictions like those are why over 21 municipalities have moved to allow hens within their boundaries in some form or fashion after balancing the historic fear of annoying neighbors when one keeps chickens.

I truly believe that neighbors are more likely to be annoyed at dogs than at keeping chickens. The average dog barks at 80-90 decibels while a Hen laying an egg (the loudest they will ever get) tops out at 60 decibels. Additionally, the average 40 pound dog produces more waste per day than a flock of 10 chickens. And most importantly Chickens, unlike dogs, do not pose the risk of attacking a neighbor and are not a risk to prey if kept in a hen house since they return to the house when the sun disappears.

For these reasons, I would like to request review of an ordinance to allow hens. I understand that the last time this ordinance was reviewed was 2019; however, 2019 is a world away and since then a majority of the municipalities that have enacted such ordinances have done so and revisited it in the past two years.

Ryan Sinclair

Municipality	1. Does your municipality allow residents to keep poultry?	2. What is the minimum lot size in order to keep poultry?	3. Are roosters prohibited?	4. What is the maximum number of hens allowed?	5. Is there a clause that poultry can be removed if deemed a public nuisance?	6. Does a resident require permission from neighbors in order to keep poultry?	7. Are there setback requirements for chicken coops?	8. Is there a permit or fee requirement to keep poultry?	9. Who is responsible for enforcement of these regulations?	10. Please identify the relevant code sections.
Arlington Heights	No.								Animal Warden.	16-103
Barrington	No.									
Bartlett	Yes.	6,000 sq. ft.	Yes.	4	No	No.	Coops are allowed in the rear yard, 10 feet from any lot line.	The coop permit fee is \$35, with a \$25 license fee for \$60 total.	The associate planner reviews all applications and inspects for compliance, if we were to receive any complaints they would go to the code enforcement department. Since the enactment of the ordinance, we have not received any complaints about chickens regarding license holders.	<a href="https://codelibrary.amlegal.com/codes/bartlett/latest/bartlett_il/0-0-0-9570/Section_10-4A-2-C_2_Chickens_(Poultry).">https://codelibrary.amlegal.com/codes/bartlett/latest/bartlett_il/0-0-0-9570/Section_10-4A-2-C_2_Chickens_(Poultry).</a>
Deerfield	Yes- Single Family Zoning Districts Only.	No Minimums.	No.	4	No	No, but neighbors must be notified	Yes.	Yes.	Code Enforcement Supervisor.	MC Chapter 5, Art 3, Sec 5-40 thru 5-48.
Des Plaines	Yes.	N/A - must be zoned R-1	Yes.	4	Yes, in the ordinance.	No.	5ft back from property lot lines.	Yes, permit and \$35 fee.	Community and Economic Development Department.	See attached.
Evanston	Yes.	No specified lot size, however, hen coops and yards shall be large enough to provide at least 4 feet per hen.	Yes, roosters are prohibited.	6	If an coop owner has 3 violations, the license can be revoked.	Permission from neighbors is not required, however, the applicant must show proof of notice to adjacent property owners.	See attached.	Yes, \$50.	Environmental Health.	See attached 9-4-5.
Glencoe	Yes (we started allowing this in March of 2022).	None, however we do limit it to single family homes.	Yes.	4	Yes.	No.	Yes, 10 feet from any lot line.	Yes, they are required to renew a license annually. The cost is \$100.	Our Animal Control Officer.	See attached.
Glenview	No.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	Community Development Department.	
Grayslake	Yes.	No minimum lot size.	Yes.	6	Yes.	No.	Yes.	Yes.	The Building Commissioner at the Village of Grayslake.	
Highland Park	Yes.	Dependent on permitted zoning district minimum lot size.	No.	6	No.	No.	Yes: Chicken coops must be constructed in rear yard, at set back at least 8 ft. from all property lines. Can be setback 3 ft. with a permit exception.	No, just the initial chicken coop permit fee.	Building Division of Community Development Department.	Sec. 90.260 & Sec. 95.001(N)

Municipality	1. Does your municipality allow residents to keep poultry?	2. What is the minimum lot size in order to keep poultry?	3. Are roosters prohibited?	4. What is the maximum number of hens allowed?	5. Is there a clause that poultry can be removed if deemed a public nuisance?	6. Does a resident require permission from neighbors in order to keep poultry?	7. Are there setback requirements for chicken coops?	8. Is there a permit or fee requirement to keep poultry?	9. Who is responsible for enforcement of these regulations?	10. Please identify the relevant code sections.
Lake Zurich	Prohibited		Prohibited.		Poultry Prohibited.				Community Development.	CERTAIN ANIMALS PROHIBITED: No person shall keep or raise any of the following animals or fowl within the Village: pigs, cattle, horses, goats, sheep or any other farm animals, or any chickens, geese, ducks or other domestic fowl.
Libertyville	No.	N/A.	Yes.	Zero.	N/A.	N/A.	N/A.	N/A.	N/A.	
Lincolnshire	No.									
Lincolnwood	No.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	N/A.	
Morton Grove	No – In July 2020 our Village Board did not pass a code modification to allow the residential keeping of chickens.									
Niles	No.									
Schaumburg	Yes. Allowed on properties zoned agricultural (A-1), but there are no residential properties zoned A-1. Or allowed w/ special use approval. The Code does not have specific regulations about keeping poultry (only that special use is required). In the past, conditions have been added to the special use that prohibit roosters, limit the number of hens, location of chicken coop, etc.	N/A.	N/A.	N/A.	N/A.	No, but the special use process includes a public hearing where neighbors are invited to attend.	Not specific to chicken coops, but any accessory structure needs to be 5' from the property line.	N/A.	Health Division.	92.3(F) of the code states that chickens are allowed under special use (but there are no other codes that regulate the requirements for raising chickens) <a href="https://library.municode.com/il/schaumburg/codes/code_of_ordinances?nodeId=TI9GERE_CH92AN_COAN_S92.30PRAC">https://library.municode.com/il/schaumburg/codes/code_of_ordinances?nodeId=TI9GERE_CH92AN_COAN_S92.30PRAC</a>
Wheeling	Yes.	Can only be located in single family residential.	Yes.	6	Not specifically.	No.	Yes 10 feet from any lot line and 10 feet from any residence. Prohibited in front yard and street-facing yards.	License Permit fee of \$119 for cook \$25 annual license fee per chicken.	Code enforcement/Health Officer.	<a href="https://library.municode.com/il/wheeling/codes/code_of_ordinances?nodeId=TI7AN_CH7.11HEOUHESH.7.11.030REKEHEHESH">https://library.municode.com/il/wheeling/codes/code_of_ordinances?nodeId=TI7AN_CH7.11HEOUHESH.7.11.030REKEHEHESH</a>
Wilmette	No.									
Winnetka	No.									



**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**

**July 2022**

**GENERAL UPDATES**

- ◆ The Request for Proposals for the Zoning and Development Code Update was released on June 1, 2022. The submittal deadline is July 8, 2022 by 4:00 p.m. The full RFP can be found at [www.hoffmanestates.org/ZoningRFP](http://www.hoffmanestates.org/ZoningRFP).
- ◆ Staff attended GIS Committee meeting on June 28.
- ◆ 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**

<b>Project</b>	<b>Address</b>	<b>Status</b>	<b>PZC or PBZ Meeting</b>	<b>VB Meeting</b>
Higgins/Roselle Regional Storm Sewer Project (WT Group)	80 W HIGGINS RD	APPROVED	6/1/2022	6/20/2022
80 W. Higgins Onsite Storm Sewer Work (WT Group)	80 W HIGGINS RD	APPROVED	6/1/2022	6/20/2022
Short Term Rentals Text Amendments	N/A	APPROVED	6/1/2022	6/20/2022
Open Space Easement Release	1232 CLOVER LN	PUBLIC MEETING	7/5/2022	7/5/2022
Bystronic Plat of Vacation	2200 W CENTRAL RD	PUBLIC MEETING	8/1/2022	8/1/2022
Popeyes at Barrington Square	2280 W HIGGINS RD	PUBLIC MEETING	7/6/2022	7/18/2022
Fence Setback Reduction - Variation	1990 CHIPPENDALE RD	PUBLIC MEETING	7/6/2022	7/18/2022
N.A.R.A. Special Use Extension	2500 W HIGGINS RD	PUBLIC MEETING	8/1/2022	8/1/2022
Belle Tire	4801 HOFFMAN BLVD	UNDER REVIEW		
Hoffman Plaza Lot 2 Subdivision	50 E HIGGINS RD	UNDER REVIEW		
Plum Farms Utilities	HIGGINS / OLD SUTTON	UNDER REVIEW		
Ricky Rockets/Dunkin Site Modifications	1305 N BARRINGTON RD	UNDER REVIEW		
Tollway Maintenance Facility	557 W CENTRAL RD	UNDER REVIEW		
2601 Pratum - Public Utilities Easements	2601 PRATUM AVE	UNDER REVIEW		
Seasons at Hoffman Estates (Apartments)	1701 MOON LAKE BLVD	UNDER REVIEW		
Cannabis Dispensary	1237 N BARRINGTON RD	UNDER REVIEW		
Garage Setback Reduction	280 WESTVIEW ST	UNDER REVIEW		

**PENDING PLANNING PROJECTS**

<b>Project</b>	<b>Address</b>	<b>Status</b>
Autumn Woods SF Subdivision	GOLF RD & BERNER RD	PENDING
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 Retail Redevelopment	80 W HIGGINS RD	PENDING
Macaroni Grill Redevelopment	2575 HIGGINS RD	PENDING
Plum Farms Mixed Use (CRG Residential)	4800 W HIGGINS RD	PENDING
Bell Works Residential	1705 LAKEWOOD BLVD	PENDING
Sensient Building Addition	5115 SEDGE BLVD	PENDING
U-Haul Redevelopment	2475 PEMBROKE AVE	PENDING
Umiya Dham (Hindu Temple and SF Homes)	SEC ROHRSSSEN / GOLF RD	PENDING

**MONTHLY PLANNING PROJECT ACTIVITY**

<b>Projects Submitted by Type</b>	<b>June</b>	<b>2022 YTD</b>
Pre-Development		5
Agreement		1
Annexation		
Courtesy Review		3
Easement	1	5
Master Sign Plan	1	1
Plat of Subdivision	1	4
Other Plat		3
RPD Amendment		
Site Plan Review	1	13
Special Use		6
Text Amendment		2
Rezoning		1
Variation		1
<b>Total</b>	<b>4</b>	<b>45</b>
FOIA Processed	<b>4</b>	<b>25</b>
Zoning Verification Letters	<b>1</b>	<b>7</b>
Building Permits Reviewed by Planning	<b>38</b>	<b>209</b>

**PLANNING PERFORMANCE MEASURES**

<b>Site Plan Review Process</b>	<b>June</b>		<b>Year to Date</b>	
Number of administrative/staff review site plan cases completed	0	0%	5	42%
Number of PZC site plan cases processed	2		7	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

<b>Site Plan Review Timing</b>	<b>June</b>		<b>Year to Date</b>	
Number of cases processed within 105 days	2	100%	12	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**

**July 2022**

### GENERAL ACTIVITIES

- On June 7-9, 2022 David Banaszynski attended FDA's Retail Standards Conference.
- On June 11, 2022, David Banaszynski inspected the food trucks at a car show.
- On June 14, 2022, Bryan Ackerlund, Jeff Mattes, Tony Knuth, John Staschke & John Shogren attended a webinar on the Residential Illinois Energy Conservation Code an updates for the 2021 cycle.
- On June 27-30, 2022, David Banaszynski attended the NEHA Annual Conference in Spokane, WA.
- Staff are evaluating applications for the Permit Services Technician position with interviews expected in July.
- The 2<sup>nd</sup> home in the Walnut Pond subdivision is finalizing the rough construction phase.
- Site and building work at **Microsoft** continues at a rapid pace. Portions of the building are in the trim phase and site work is very active as they continue with underground utilities, storm water management, and road preparation. Occupancy is targeted for late summer 2022.
- Construction of the **Ascension Health** addition continues. Completion is expected later this year.
- The vertical wall panels of the **BP gas station** at Barrington Road and Higgins Rd have been set.
- The old **BMO Bank** at Gannon Road and Higgins Road is nearing demolition completion.
- Construction has started on the **Home Goods** addition and tenant build-out.
- Initial work has begun on the addition at the **Stonegate** conference center.



*Microsoft*

### **Bell Works Construction Update:**

- The building permit for the **Fairgrounds World's Fair** restaurant is under review and construction is expected to begin this summer with occupancy anticipated in late 2022.
- Several other tenant build-outs and office spaces are permitted, including "**Ready-to-Wear 2.0**", **Heritage Crystal Clean** (~35,000 sf), **Berkshire Hathaway**, and **IT Gym**.
- The Bell Works billboard along Central Road is up and the electrical connections are close to completion.

### **Central Square Community Development Software Conversion (formerly TRAKiT)**

- Department staff, along with IT, continue to work with Central Square on the resolution of the remaining eTRAKiT go-live items.
- Division staff is near completion of the testing period for the Mobiles tablet application for field staff. Initial results have been positive and the company will be rolling out the full version in late summer.



*Bell Works*

**2022 Code Enforcement Freedom of Information Act Requests Processed**

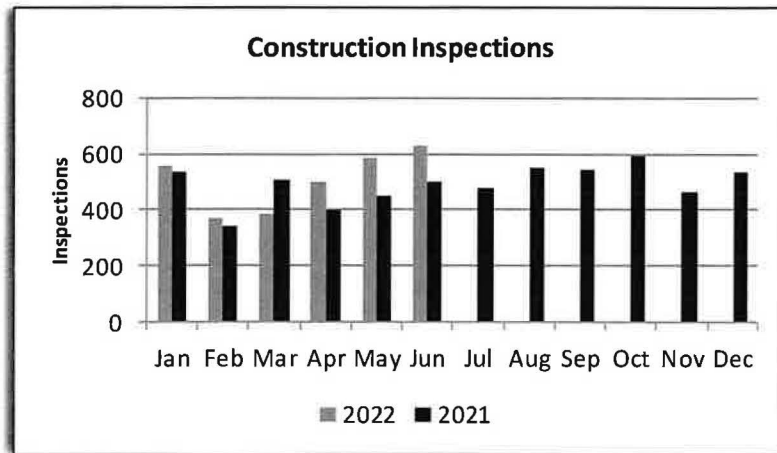
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
43	44	46	52	56	50	0	0	0	0	0	0	291

**2022 Code Enforcement GovQA Questions & Complaints Processed**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
6	16	12	15	18	15	0	0	0	0	0	0	82

**Construction Inspections**

Year	2022	2021
Jan	555	537
Feb	371	342
Mar	385	505
Apr	503	399
May	586	452
Jun	632	498
Jul	0	476
Aug	0	553
Sep	0	540
Oct	0	595
Nov	0	464
Dec	0	537
<b>Total</b>	<b>3032</b>	<b>5898</b>



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 1,907 rental properties registered. This includes 1,242 single family and townhome units (65%) and 665 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 June 29<sup>th</sup> 1,878 properties have renewed.

**2022 Rental Inspections**

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	88	126	131	151	174	132	0	0	0	0	0	0	802
Reinspections	99	69	89	122	137	144	0	0	0	0	0	0	660
<b>Total</b>	<b>187</b>	<b>195</b>	<b>220</b>	<b>273</b>	<b>311</b>	<b>276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1462</b>

Inspection Services Performance	June	2 <sup>nd</sup> Quarter	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	96%	96%	97%	95% within 24 hr. notice
Percentage of annual rental inspections completed	7%	24%	42%	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	16	27
May	41	30
Jun	61	62
Jul	0	35
Aug	0	47
Sep	0	50
Oct	0	36
Nov	0	1
Dec	0	0
<b>Total</b>	<b>119</b>	<b>295</b>

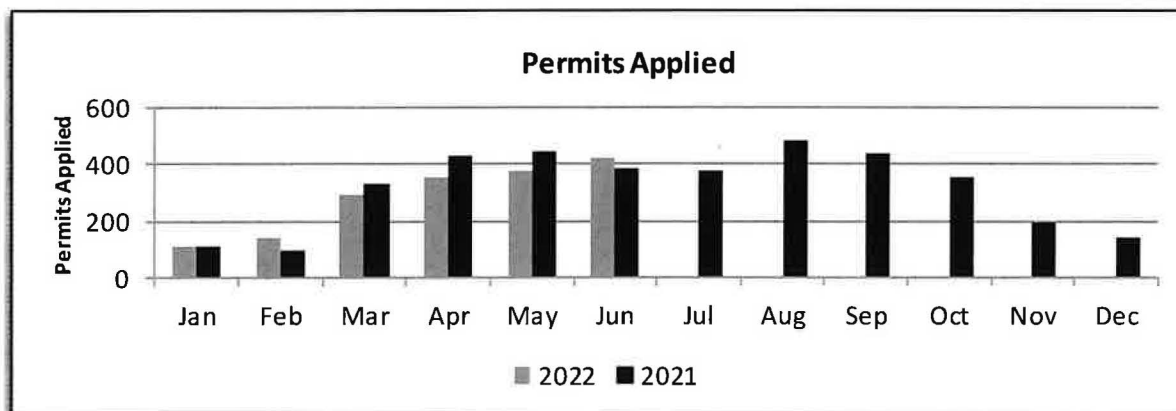


**2022 Permits Issued**

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 YTD	2021 Total
Commercial New	0	0	0	1	2	2	0	0	0	0	0	0	5	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	20	5	5	0	0	0	0	0	0	62	112
All Other Permits	114	110	184	245	285	330	0	0	0	0	0	0	1268	3523
<b>2022 Total</b>	<b>121</b>	<b>119</b>	<b>200</b>	<b>266</b>	<b>292</b>	<b>337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1335</b>	
<b>2021 Total</b>	<b>113</b>	<b>96</b>	<b>256</b>	<b>359</b>	<b>450</b>	<b>392</b>	<b>401</b>	<b>387</b>	<b>469</b>	<b>368</b>	<b>225</b>	<b>124</b>		<b>3640</b>

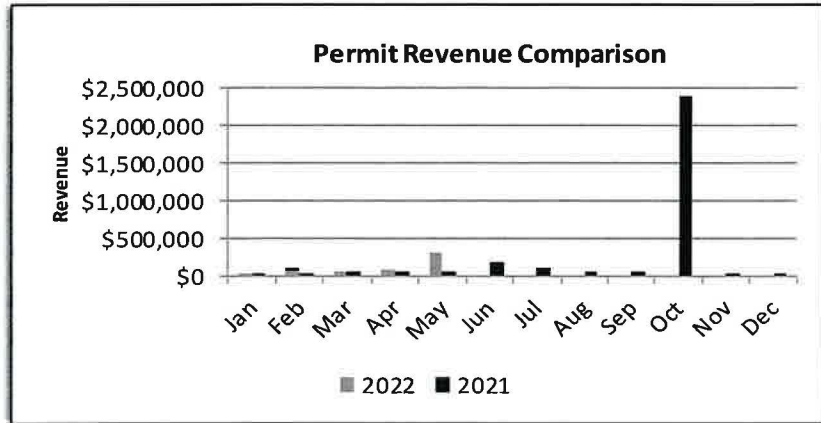
**2022 Permits Applied**

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	113	142	289	351	375	417	0	0	0	0	0	0	1687
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	\$98,154	\$61,109
May	\$306,651	\$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
<b>Total</b>	<b>\$621,987</b>	<b>\$3,117,104</b>



2022 Budget: \$900,000.

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

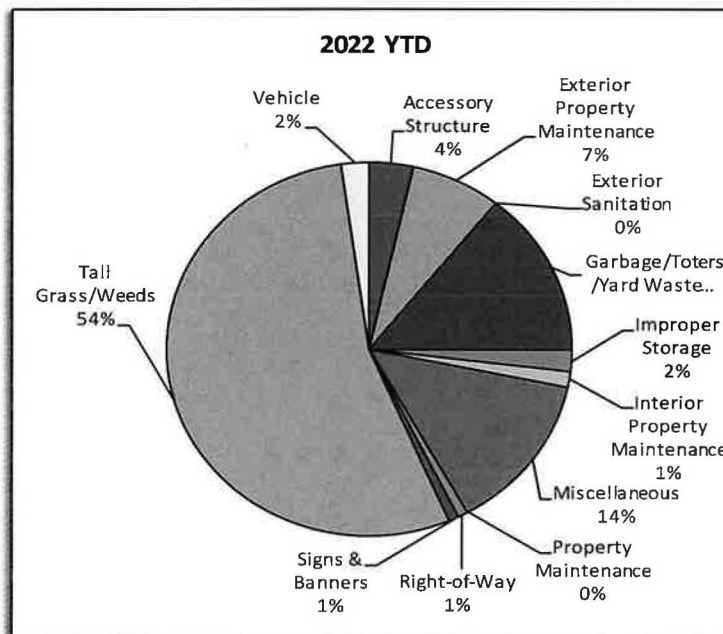
\* The October 2021 increase was due to the Microsoft building permit revenue.

\* Due to the timing of the report, the permit revenue numbers will be updated in the August report.

Building Permit Processing Performance	June	2 <sup>nd</sup> Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	96%	97%	97%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	95%	96%	97%	95% within 10 days
Percentage of permits processed for issue within 48 hours of plan approval	96%	97%	97%	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	1	4	11	0	0	0	0	0	0	26	57
Exterior Property Maintenance	2	0	0	6	17	29	0	0	0	0	0	0	54	66
Exterior Sanitation	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Garbage/Toters/Yard Waste	4	1	1	19	60	22	0	0	0	0	0	0	107	48
Improper Storage	2	1	0	4	5	2	0	0	0	0	0	0	14	107
Interior Property Maintenance	1	2	3	2	1	1	0	0	0	0	0	0	10	21
Miscellaneous	8	2	12	22	18	40	0	0	0	0	0	0	102	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	2	0	0	0	0	0	0	6	48
Signs & Banners	1	0	0	0	1	4	0	0	0	0	0	0	6	10
Tall Grass/Weeds	0	0	0	0	175	230	0	0	0	0	0	0	405	385
Vehicle	2	0	2	2	4	7	0	0	0	0	0	0	17	38
<b>2022 Total</b>	<b>31</b>	<b>6</b>	<b>21</b>	<b>56</b>	<b>285</b>	<b>348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>747</b>	
<b>2021 Total</b>	<b>69</b>	<b>49</b>	<b>89</b>	<b>58</b>	<b>275</b>	<b>164</b>	<b>110</b>	<b>69</b>	<b>80</b>	<b>25</b>	<b>23</b>	<b>22</b>		<b>1033</b>



2022 Citations Issued

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	12	0	24	13	6	58	0	0	0	0	0	0	113
Code	68	97	45	38	42	68	0	0	0	0	0	0	358
Rental	75	121	77	72	54	24	0	0	0	0	0	0	423
<b>Total</b>	<b>155</b>	<b>218</b>	<b>146</b>	<b>123</b>	<b>102</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>894</b>

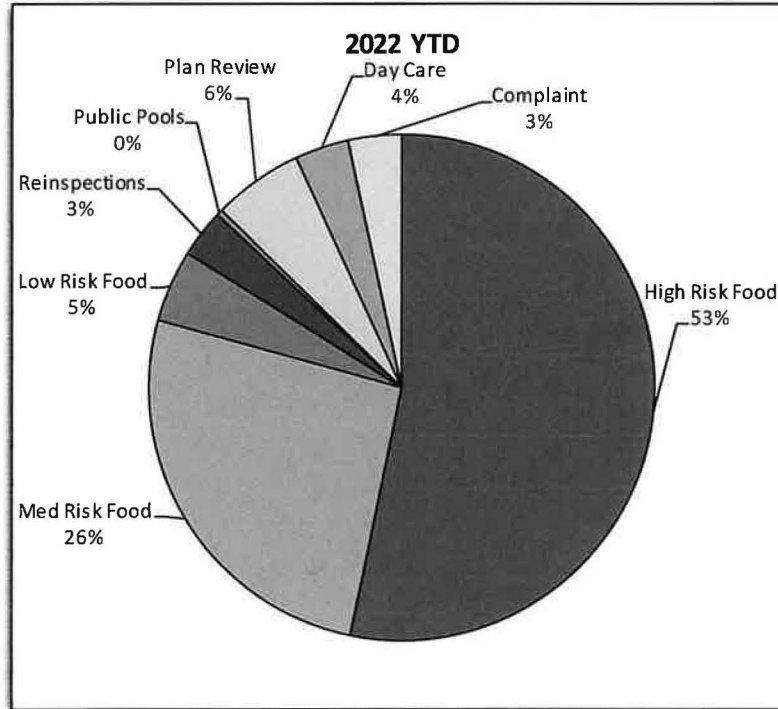
2022 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	79	65	32	55	51	110	0	0	0	0	0	0	392
Rental	46	58	89	60	52	44	0	0	0	0	0	0	349
<b>Total</b>	<b>125</b>	<b>123</b>	<b>121</b>	<b>115</b>	<b>103</b>	<b>154</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>741</b>

Inspection Services Performance	June	2 <sup>nd</sup> Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	96%	96%	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	3	34	34	0	0	0	0	0	0	139
Med Risk Food	0	0	44	21	1	2	0	0	0	0	0	0	68
Low Risk Food	0	0	1	5	5	1	0	0	0	0	0	0	12
Reinspections	1	2	1	2	1	1	0	0	0	0	0	0	8
Public Pools	0	0	0	0	1	0	0	0	0	0	0	0	1
Plan Review	3	0	5	2	3	2	0	0	0	0	0	0	15
Day Care	0	0	4	5	0	0	0	0	0	0	0	0	9
Complaint	4	0	3	0	2	0	0	0	0	0	0	0	9
<b>Total</b>	<b>45</b>	<b>33</b>	<b>58</b>	<b>38</b>	<b>47</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>261</b>



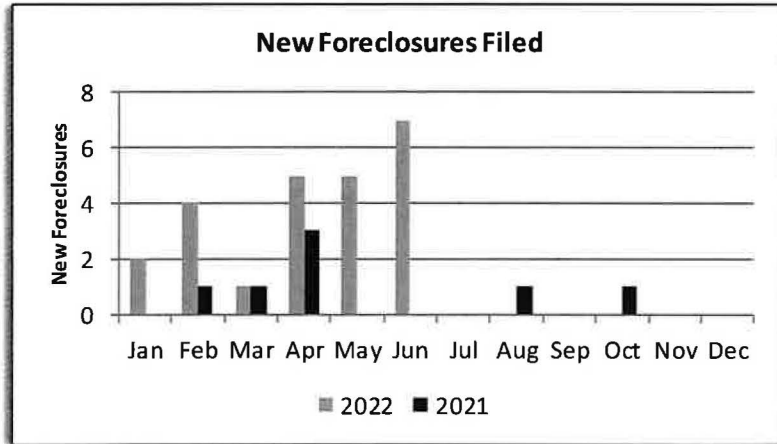
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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	June	2 <sup>nd</sup> Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	8%	24%	50%*	100% of total

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

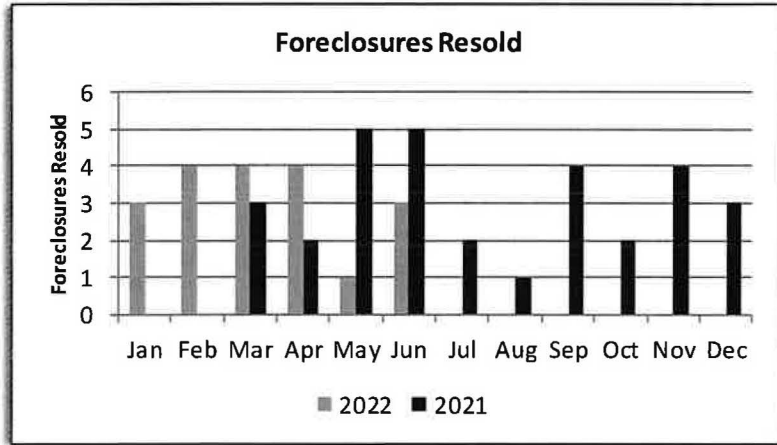
**New Foreclosures Filed**

Year	2022	2021
Jan	2	0
Feb	4	1
Mar	1	1
Apr	5	3
May	5	0
Jun	7	0
Jul	0	0
Aug	0	1
Sep	0	0
Oct	0	1
Nov	0	0
Dec	0	0
<b>Total</b>	<b>24</b>	<b>7</b>



**Foreclosures Resold**

Year	2022	2021
Jan	3	0
Feb	4	0
Mar	4	3
Apr	4	2
May	1	5
Jun	3	5
Jul	0	2
Aug	0	1
Sep	0	4
Oct	0	2
Nov	0	4
Dec	0	3
<b>Total</b>	<b>19</b>	<b>31</b>



**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



July 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.
- 
- Refined the second draft of the Economic Development Strategic Plan after staff feedback and finalized the first draft of incentive guidelines which will attach to the plan as an appendix.
  - Promoted Bell Works by hosting meetings and planning events in the building.
  - Completed all staff liaison duties for the Arts Commission by attending concerts (*Figure 1*), coordinating with the rescheduled Cup of Casey and updating the digital subscriber database.
  - Worked with NLNW to facilitate the program engagement with CPATAX Services and their coach. Scheduled another pitch night with Tri-Modern Health for July 20<sup>th</sup>. This will be the 2<sup>nd</sup> Hoffman Estates small business to go through the program and the 5<sup>th</sup> overall.
  - Held calls with mentee graduate students, one through IEDC and another through ICSC, both looking to start their careers in economic development and real estate development, respectively.
  - Worked with the Village consultant and Planning staff on forming a TIF near Stonington and Pembroke Avenues. The Redevelopment Plan and Project was certified mailed to all taxing districts with all residents living within 250 feet of the proposed boundary receiving a letter as well. The Joint Review Board meeting is scheduled for July 20<sup>th</sup>. Meanwhile, staff continues to market the area and seek out redevelopment projects.
  - Held one formal business visit. The business retention program has continued in 2022 with varying forms of business visits.
  - Updated and created the economic development advertising plan for 2022 and 2023.
  - Interviewed applicants for the Community Planner position.



*Figure 1: Attendance has been high during the first few Summer Sounds on the Green series.*



- Economic Development staff attended the:
  - Monthly Hoffman Estates Board and Membership Committee meetings
  - Monthly NLNW Design Team meeting
  - Monthly Arts Commission Meeting
  - Annual SBA Golf Outing with the Bell Works foursome (*Figure 2*)
  - Monthly happy hour of The Village Networking group (*Figure 3*)



*Figure 3: (l to r) Kevin Kramer, VoHE; Scott Schilaci, Berkshire Hathaway Starck Real Estate; Steve Long, Blink Tees; and Jake Kling, Somerset Development, played to -6 during the SBA golf outing on June 22, 2022. Fun was had by all!*



*Figure 2: Pulse Technology hosted the Village Networking group of about 60 people for a happy hour on June 28, 2022.*

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## Tourism

- **Fit for America - June 25, 2022 - Bell Works**

In the 13<sup>th</sup> year hosting this event, 1,000 participants were welcomed to enjoy the beautiful Bell Works campus and surrounding forest preserves as they ran in the 5k, 10K, and Half Marathon. Village Police and Fire Departments were on-site to coordinate road closures and implement the medical response plan. Heat was not an issue this year thanks to the misting tents on-site and on course provided by the Public Works Department. Happily, some international travel restrictions have lifted so the Village welcomed three VIP runners from its Sister City, Angouleme France. Police Explorers and local High School track teams manned the hydration stations and on-site activity tents, earning donations as the event pays volunteers \$20 per person - paid to their sponsoring agency/school. Next year the hope is to return to a full weekend of events and host not only the Saturday morning running events but also the Saturday evening GLO RUN event and Sunday morning inline skating events.

- **Northwest 4<sup>th</sup> Fest - June 30-July 4, 2022 - NOW Arena and Village Green**

"Together Again" is this year's parade theme and could not be more fitting after a two-year absence. Thursday, the Village welcomes the carnival and free concert at the Village Green hosted by the Arts Commission. Friday, the Hideaway brings live entertainment to their stage to complement the carnival fun. Saturday morning, features the parade along Illinois Boulevard, then off to the Fest site where local food vendors will serve scrumptious fest food specialties on Saturday and Sunday. Local food options will feature Garibaldi's, Neighborhood Inn, and Moretti's, as well as many others that have joined the fest for decades.

The Hoffman Estates award-winning Park District will host free Kidz Zone fun with entertainment, activities, games, face painting, balloon artists, pony rides, and a petting zoo Saturday and Sunday from noon to 7pm. Mainstage entertainment will be Saturday and Sunday from 5pm to 11pm. Sunday, the area's largest Fireworks display will again draw thousands. The carnival will still be available on Monday, July 4<sup>th</sup>.

All of that requires a lot of pre-event meetings that the Tourism Office is happy to participate in to bring as many Village businesses in as possible so the event not only entertains residents but gives a great opportunity for the business community to gain awareness of their products and services.

- **Hoffman Highlights - Sarap Bistro, Mochaido Donut Shoppe- and Lou Malnati's**  
Hoffman Highlights, the video series created during COVID to bring customers back to struggling hospitality stakeholders, will be re-imagined now that restrictions have lifted. Stay tuned for the new format.

#### **Webinars**

- The HIRE power - solutions for staffing up now
- Corporate culture is changing travel cultures
- Social impacts of Tourism
- Importance of Tourism on economies and businesses
- What's next for Business Travel

#### **Meetings/Activities**

- Tourism/ED meeting
- Senior Commission - collecting/shopping for items for the summer goodie bags
- Distribute Police Incident Reports to hotels
- Provide content for the Tourism section of the ED Strategic Plan
- NW 4th Fest site layout meeting
- 4th of July Commission meeting
- Food vendor mandatory meeting
- Volunteer recruitment for Fit for America
- Volunteer recruitment for NW 4th Fest
- Solicit food vendors for NW 4th Fest
- Fit for America pre-event meeting with Village Departments



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Kevin Kramer, Director of Economic  
Development



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Linda Scheck, Director of Tourism & Business  
Retention