



**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

November 14, 2022

Immediately Following Transportation & Road Improvement Committee  
Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

- I. Roll Call
- II. Approval of Minutes - October 10, 2022

#### NEW BUSINESS

1. Request by Community Consolidated School District 15 for engineering plan approval for utility work at Thomas Jefferson Elementary School (3805 Winston Drive).
2. Request by Sansone Group for a courtesy review of a multi-family development located at 1001 N. Barrington Road.
3. Request direction for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding the creation of a temporary Planned Development approval process.
4. Request approval of an Ordinance proposing the establishment of a Special Service Area in the Village of Hoffman Estates, Illinois, and providing for a public hearing and other related procedures for Special Service Area 2023-1 (Plum Farms).
5. Request approval of an Ordinance proposing the establishment of a Special Service Area in the Village of Hoffman Estates, Illinois, and providing for a public hearing and other related procedures for Special Service Area 2023-2 (Higgins Road and Barrington Road).
6. Request approval of a Subrecipient Agreement with North West Housing Partnership (NWHP) to administer the Community Development Block Grant (CDBG) Single-Family Rehabilitation Program.
7. Request approval of the 2022 Economic Development Strategic Plan for the Village of Hoffman Estates.

#### REPORTS (INFORMATION ONLY)

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

*Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

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

October 10, 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  
Peter Gugliotta, Director of Dev. Services  
Rachel Musiala, Director of Finance  
Patrick Seger, Director of HRM  
Alan Wenderski, Director of Engineering  
Jennifer Horn, Director of Planning & Trans.  
Suzanne Ostrovsky, Asst. Village Mgr.  
Ric Signorella, CATV Coordinator**

The Planning, Building & Zoning Committee meeting was called to order at 7:11 p.m.

**II. Approval of Minutes**

Motion by Trustee Mills, seconded by Trustee Arnet, to approve the Planning, Building & Zoning Committee meeting minutes of September 12, 2022. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of an amendment to a Redevelopment Agreement between the Village of Hoffman Estates and W-T Properties Schaumburg I LLC, to complete stormwater improvement work along Higgins Road and demolish the former bowling alley building at 80 W. Higgins Road.**

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve an amendment to a Redevelopment Agreement between the Village of Hoffman Estates and W-T Properties Schaumburg I LLC to complete stormwater improvement work along Higgins Road and demolish the former bowling alley building at 80 W. Higgins Road. Voice vote taken. All ayes. Motion carried.

**REPORTS (INFORMATION ONLY)**

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

The Department of Development Services monthly report for Planning Division was received and filed.

**2. Department of Development Services monthly report for Code Enforcement Division.**

The Department of Development Services monthly report for Code Enforcement Division was received and filed.

**3. Department of Development Services monthly report for Economic Development and Tourism.**

The Department of Development Services monthly report for Economic Development and Tourism was received and filed.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:19 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by Community Consolidated School District 15 for engineering plan approval for utility work at Thomas Jefferson Elementary School (3805 Winston Drive)

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Jim Donahue, Senior Planner  
Jennifer Horn, Director of Planning and Transportation

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**REQUEST:** Request by Community Consolidated School District 15 for engineering plan approval for utility work at Thomas Jefferson Elementary School (3805 Winston Drive).

**BACKGROUND:** Thomas Jefferson Elementary School has been operating as such for the last 45 years. As part of Community Consolidated School District 15's Moving Forward referendum, the school is planned for upgrades and conversion to a middle school.

Several public outreach efforts were made regarding the proposed referendum project by the School District in the form of public informational meetings. All meetings have reviewed the full scope of the referendum project, with Thomas Jefferson specific meetings being held on April 26, 2022 and October 6, 2022.

**DISCUSSION:** Thomas Jefferson Elementary School is being converted into a middle school. In lieu of housing kindergarten through 6th grade, the proposed design will house grades 6 through 8. Modifications to the building include renovations and an addition on the east side of the existing building. The addition will house a new cafeteria, kitchen, gymnasium, locker rooms, commons, and science classrooms.

Exterior improvements include expanded parking, improved stormwater drainage and detention, expanded bus loop, expanded auto drop-off/pick-up lanes, new outdoor physical education/recreation facilities, and new landscape plantings.

Per Section 10-1-2-B of the Subdivision Code, School Districts are exempt from site plan review, but due to the utility and drainage work proposed, the Village is reviewing engineering plans related to those items.

The building addition will require a sanitary connection and the existing sanitary sewer along the north side of the building is being replaced. The sanitary on-site is considered a private service connection.

**DISCUSSION:** (Cont'd)

As part of the site redevelopment, the plans are subject to MWRD review. The proposed building addition will impact the detention located east of the existing building. Two new stormwater facilities are being provided for north and south of the expanded building to meet current MWRD requirements. Site stormwater improvements will also include maintenance activities within the adjacent creek. The plans have been submitted to MWRD for final approval.

Construction is expected to commence in spring/early summer 2023, with substantial completion expected to be achieved in August 2024. Final landscape restoration is expected to be completed in Fall 2024, weather permitting

**RECOMMENDATION:**

Approval of a request by Community Consolidated School District 15 for engineering plan approval for utility work at Thomas Jefferson Elementary School (3805 Winston Drive), subject to the following condition:

1. A site development permit will be required for utility and stormwater improvements.

Attachment

cc: James Kaplanes (Community Consolidated School District 15)



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by Sansone Group for a courtesy review of a multi-family development located at 1001 N. Barrington Road

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building & Zoning

**FROM:** Jennifer Horn, Director of Planning and Transportation  
Peter Gugliotta, Director of Development Services

**REQUEST:** Request by Sansone Group for a courtesy review of a multi-family development located at 1001 N. Barrington Road.

**BACKGROUND:** In 2003, Menards acquired the 17-acre subject property and received site plan approval for a two-story Menards store and a 3-acre future development outlot. Access for the development was to be provided via a new public collector street near the center of the site connecting Pacific Avenue to Barrington Road with a traffic signal. Menards was unsuccessful in obtaining the necessary IDOT approvals for the traffic signal and subsequently found an alternate site at Barrington Road and Irving Park Road in Hanover Park.

**DISCUSSION:** The Sansone Group is requesting a courtesy review of a multi-family concept for the site. The proposal consists of three, four-story apartment buildings with up to 375 market rate units. The developer's concept envisions a highly-amenitized apartment community with a clubhouse, pool, other outdoor amenities, and a combination of garage and surface parking options at a ratio of approximately 1.5 parking spaces per unit.

Access to the apartments is proposed off Pacific Avenue with potential connection to Boardwalk Boulevard. This may change pending results of the traffic study and staff technical review. The concept plan also includes a possible outlot at the southwest corner of the site.

The current zoning of the property is B-2 (Community Business District), which does not permit multi-family uses. Therefore, some form of rezoning or other entitlement (in addition to site plan approval) would be required. The current Zoning Code does not include a compatible zoning district for new apartment developments. The A-1 Apartment District was created in recognition of the existence of areas developed under earlier zoning requirements with townhome and multi-family dwelling units and is *not* intended to be applied to any other areas of the Village. The TN (Traditional Neighborhood) zoning district permits multi-family dwelling units; however, this zoning requires a minimum development area of 50 acres and is intended only for pedestrian-oriented developments near major transportation facilities. Staff continues to explore zoning options for this and other multi-family development concepts currently under preliminary staff review.

**DISCUSSION:** (Cont'd)

Sansone has submitted a package of information for Committee review, including a developer summary, preliminary site plan, and conceptual interior and exterior renderings for the proposed development.

Sansone has entered into a Letter of Intent with Menards with the intention of entering a sales contract for the property if they: (a) receive generally positive feedback for the proposed concept as part of the courtesy review process, and (b) a zoning entitlement path is identified for their proposed development through further discussion with staff.

If the applicant proceeds with the proposed development, full site, engineering, lighting, stormwater, landscape, and architectural plans, in addition to traffic, parking, market, and school impact analysis would all be required to be submitted and reviewed as part of the site plan review process. The applicant is seeking Committee input on the proposed concept prior to proceeding with the formal zoning and site plan review process.

**RECOMMENDATION:**

Material presented for courtesy review only.

Attachments

cc: Planning & Zoning Commission  
Grant Mechlin (Sansone Group)





## VILLAGE OF HOFFMAN ESTATES PLANNING, BUILDING AND ZONING COMMITTEE COURTESY REVIEW

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 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 & Transportation 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 & Transportation 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.

Company / Developer: Sansone Group

Name of Project: The Preserve at Hoffman Estates

Address: 875 Pacific Avenue

City, State, Zip Code: Hoffman Estates, IL 60169

Telephone Number: 314-727-6664

Email Address: gmechlin@sansonegroup.com

DocuSigned by:  
*Douglas G. Sansone*

AEDC69C253A741A

Signature

Douglas G. Sansone

Name (PLEASE PRINT)

10/31/2022

Date



# THE PRESERVE AT HOFFMAN ESTATES

Our legacy is *built* on helping create *yours*.

314-727-6664

[SANSONEGROUP.COM](http://SANSONEGROUP.COM)

120 S. Central Ave. | Ste. 500 | St. Louis, MO 63105





# About Sansone Group

Sansone Group is a family owned and operated, national commercial real estate firm headquartered in St. Louis with nine offices across the US. The firm specializes in development, facility management, and brokerage services in commercial and multi-family sectors.

Founded in 1957 by Anthony F. Sansone, Sr. and now led by four of his sons as principals of the firm: James, Timothy, Douglas & Nicholas.



## BY THE NUMBERS

SANSONE  
group

- More than **330 real estate professionals**
- Developed over **40 million square feet** of industrial, retail, office, healthcare, and multi-family projects
- Completed **\$1.2 billion** in investment transactions over the past five years
- Currently, **\$1.4 billion** in market value under construction
- Active development pipeline of nearly **49 million square feet** representing over **\$4.2 billion**
- Manage **150 properties** with approximately **15 million square feet** of healthcare, retail, office, industrial, and multi-family properties worth over **\$1.5 billion**
- Nearly **5,000 acres** of land in development pipeline

**330** real estate  
professionals

**49MM** square feet  
in pipeline

**\$1.4BIL**

currently under  
construction

**65** years in  
business

*Since 1957*  
Founder Anthony F. Sansone, Sr.



Since 1976, Sansone Group has been managing, developing, and improving multi-family properties. Our long and successful history in housing includes property types such as Class A, B, and C Conventional, Section 8, Section 42, Rural Development, and Elderly/Disabled. We have developed nine properties and manage over 8,000 units in 73 properties in our portfolio. Regardless of size or type, the communities we manage are treated with the same respect, care, and attention that Sansone Group is well known for.



## SERVICES

### PROPERTY MANAGERS

Each Property Manager is trained in all aspects of property management, which include Fair Housing Laws, HUD/LIHTC regulations & procedures, federal, state, and local agency laws, property management software, customer service, and resident relations.

### COMPLIANCE

Ensures affordable multi-family projects are in compliance with all rules and regulations set forth by Sansone Group and its affiliates, HUD, MHDC, IDA, and other regulatory bodies.

### ACCOUNTING

We have a full accounting team that takes care of all aspects of the property including accounts payable, cash management, monthly reporting, budgets, and annual accounting responsibilities.

### DIRECTOR OF RESIDENTIAL PROPERTIES

Our engaged directors provides daily guidance to on-site staff and oversees management of each property and team.

### MAINTENANCE

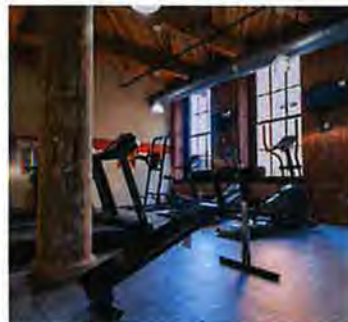
Our maintenance staff provides quality and timely service for all our properties. They conduct regular property inspections, mechanical inspections, preventive maintenance, after-hour emergency service, and ensure compliance with us Americans with Disabilities (ADA).

### INSURANCE & REAL ESTATE TAXES

At Owner's request, Sansone Group will assume responsibility for obtaining competitive bids on property and liability insurance, contract for insurance, and submit timely payment for continuous coverage.

### SOCIAL SERVICE COORDINATORS

We meet the requirements of residents needing and desiring services, while empowering them to remain self-reliant whenever possible. Personnel also pays particular attention to preserving independence and quality of life for the resident population.



## AWARDS & GRANTS

- **2001** - HUD's Shining Star Award
- **2001** - Rolla Apts. recognized for its HUD-approved Neighborhood Network
- **2002** - Ollie Langhorst Apts. recognized for its HUD-approved Neighborhood Network
- **2001** - Maryville Gardens Apts. featured in Urban Gardening Newsletter for their raised vegetable gardens
- **2005** - Ollie Langhorst Apts. received National Community of Quality Award from NAHMA (National Affordable Housing Management Association)
- **2006** - St. Raymond's Apts. received the St. Louis Peregrine Society Volunteer Service Award
- **2009** - CLAIM State Health Insurance Assistance Program "Recognizing Shining Lights" awarded to Sansone Group for providing enlightenment as a CLAIM local partner through advocacy, education, and assistance with Medicare questions
- **2011, 2012, 2013** - Received Ameren UE energy efficiency grants for Ollie Langhorst, Lindenwood, Cape Gardens, Maryville, and St. Raymond's Apartments
- **2012** - St. Raymond's Apts. recognized by the City of St. Louis for efforts to go above and beyond for their residents during this summer's heat wave
- **2013** - Paraquid "Accessible STL Shine the Light Award" for designing our properties to be accessible to people with disabilities and seniors



# THE PRESERVE AT HOFFMAN ESTATES

BARRINGTON ROAD AND BOARDWALK BLVD.  
HOFFMAN ESTATES, ILLINOIS

### Preliminary Site Summary

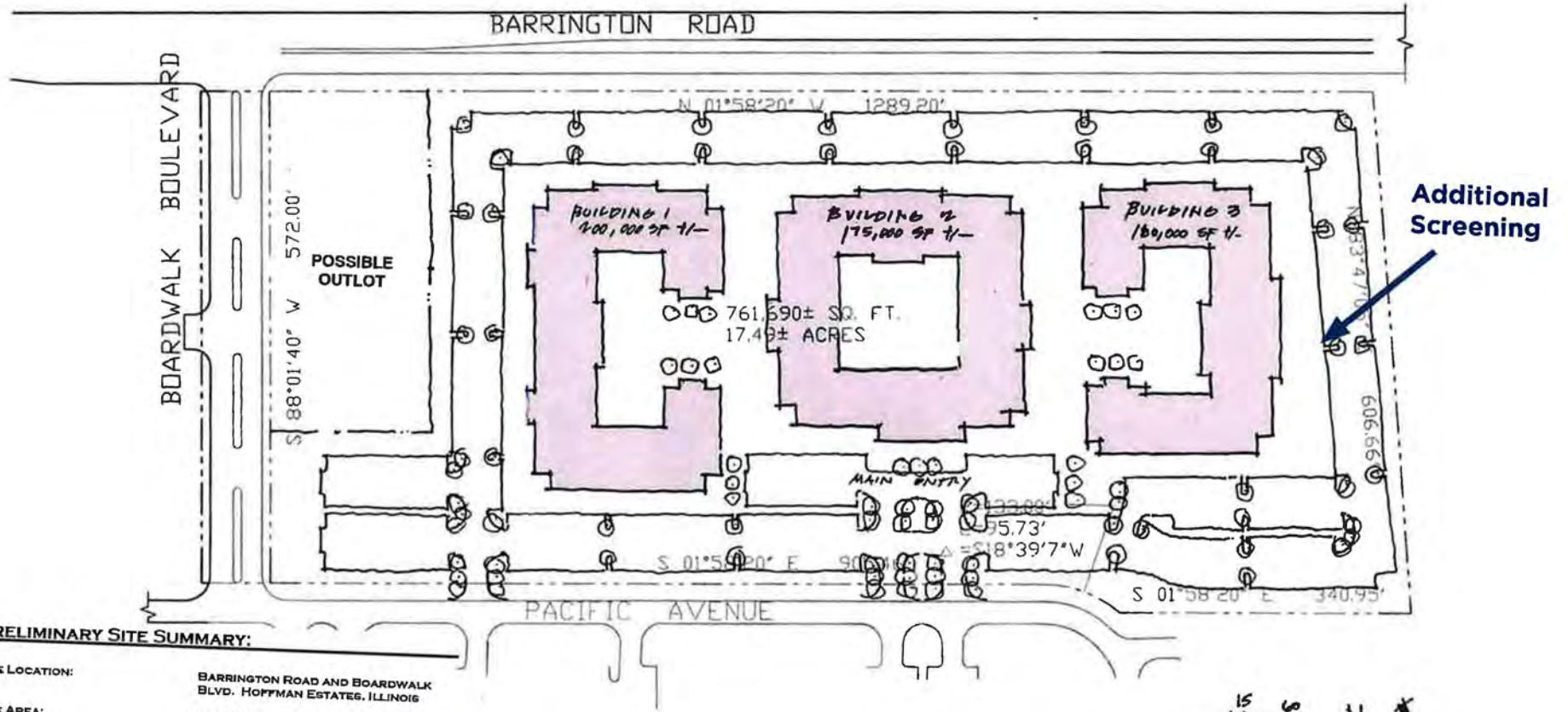
- Site Location:** Barrington Rd and Boardwalk Blvd. Hoffman Estates, IL
- Site Area:** 761,690 SF on 17.49 ± AC
- Outparcels:** Potential Future Development
- Preliminary Unit Summary:** Three (3) buildings with 375 Market Rate Apartments
- Approximate Building Area:** 555,000 ± SF
- No. of Stories:** Four (4)
- Parking:** 1.5 spaces/unit





# SITE PLAN

SANSONE  
group



Apartments at Hoffman Estates

CONCEPTUAL SITE PLAN

Hoffman, Illinois

November 1, 2022

A0

PRINTED ON 11x17 FORULAT

rosemann  
& ASSOCIATES

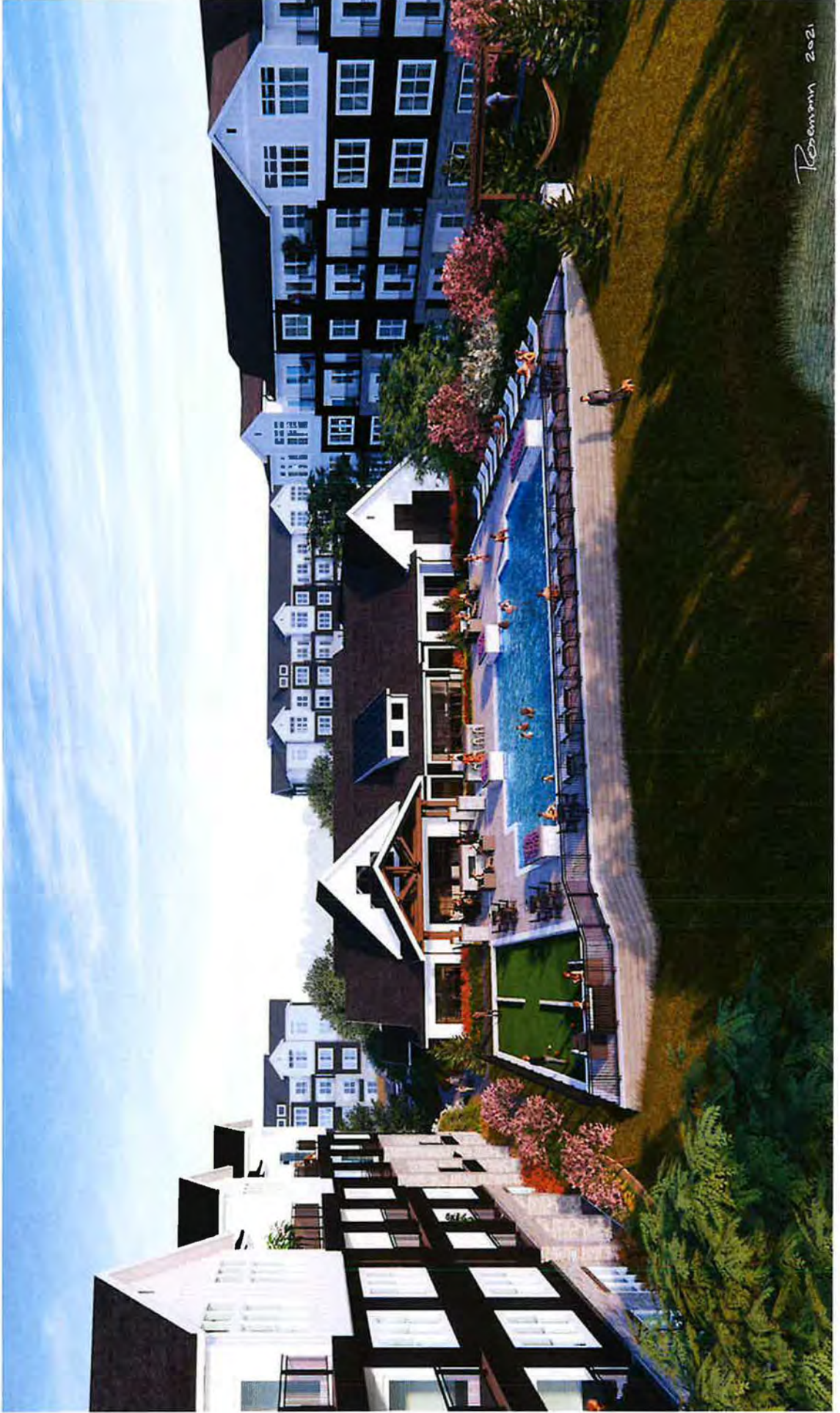
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CONCEPTUAL EXTERIOR RENDERING



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CONCEPTUAL EXTERIOR RENDERING



CONCEPTUAL INTERIOR RENDERINGS



An aerial photograph of a multi-family development portfolio, featuring several multi-story apartment buildings and a long, low-rise building with multiple gables, all set against a dark blue twilight sky. A parking lot with several cars is visible in the foreground. The entire image is overlaid with a semi-transparent dark blue filter.

**MULTI-FAMILY  
DEVELOPMENT PORTFOLIO**

SANSONE  
group

61<sup>ST</sup> AND TOWER | DENVER, CO



# MULTI-FAMILY DEVELOPMENT PORTFOLIO

**SANSONE**  
group



**STONECREST OF MERIDIAN HILLS**  
Indianapolis, IN



**STONECREST OF ROCHESTER HILLS**  
Rochester Hills, MI



**STONECREST OF CLAYTON VIEW**  
Saint Louis, MO



**STONECREST OF THE PLAZA**  
Kansas City, MO



**STONECREST OF LOUISVILLE**  
Louisville, KY



**STONECREST OF TROY**  
Troy, MI



**STONECREST OF TOWN AND COUNTRY**  
Town and Country, MO



**STONECREST OF ANDERSON TOWNSHIP**  
Cincinnati, OH



**STONECREST OF NORTHVILLE**  
Northville, MI



**STONECREST OF BURLINGTON CREEK**  
Kansas City, MO



**STONECREST OF WILDWOOD**  
Wildwood, MO



**STONECREST OF MCCANDLESS**  
Pittsburgh, PA

# RETAIL DEVELOPMENT PORTFOLIO

SANSONE  
group



## THE PROMENADE AT BRENTWOOD

1 Brentwood Promenade Court | Brentwood, MO  
337,800 SF



## PLANET FITNESS

1768 N Crossover Road | Fayetteville, AK  
20,010 SF



## SOUTH LAKEVIEW PLAZA

St. Louis, MO  
195,363 SF



## SHOPPES AT CROSS KEYS

St. Louis, MO  
350,000 SF



## WALGREENS

22 freestanding in Missouri & Arkansas  
15,000-21,000 SF



## OLYMPIC OAKS VILLAGE

12109 Manchester | Des Peres, MO  
91,424 SF



## DIERBERGS HERITAGE PLACE

Creve Coeur, MO  
250,000 SF



## DIERBERGS FENTON CROSSING

Fenton, MO  
152,000 SF



## PLAZA & SHOPPES AT SUNSET HILLS

10980 Sunset Plaza | Sunset Hills, MO  
453,758 SF



## NORTHSHORE TOWN CENTER

Knoxville, TN  
78,306 SF



## WATSON ROAD RETAIL

Sunset Hills, MO  
4,345 SF



## TARGET

Kirkwood, MO  
100,000 SF



# RETAIL DEVELOPMENT PORTFOLIO

**SANSONE**  
group

**Watson Road Retail**  
Sunset Hills, MO  
4,345 SF

**Cornelia Shops**  
Cornelia, GA  
21,810 SF

**Times Square Mall**  
Mt. Vernon, IL  
266,564 S

**Shoppes at Seckman**  
Imperial, MO  
16,800 SF

**Plaza on the Boulevard**  
Jennings, MO  
50 acre/372,098 SF

**Shoppes at Mallard Pointe**  
St. Charles, MO  
26,300 SF

**Prairie Crossings**  
Quincy, IL  
44 acres/420,000 SF

**Millennium Plaza**  
Rockford, IL  
20,600 SF

**Southtown Centre**  
St. Louis, MO  
100,000 SF

**Dierbergs Brentwood Pointe**  
Brentwood, MO  
171,000 SF

**Mid Rivers Crossing**  
St. Peters, MO  
130,000 SF

**Cypress Run**  
Boca Raton, FL  
100,000 SF

**Jefferson County Plaza**  
Jefferson County, MO  
318,000 SF

**Dierbergs Fenton Crossing**  
Fenton, MO  
152,000 SF

**Lindbergh & Concord**  
St. Louis, MO  
100,000 SF

**66 Drive-In Center**  
Crestwood, MO  
200,000 SF

**Woodland Plaza**  
Florissant, MO  
37,500 SF

**Morris Corners**  
Springfield MO  
56,033 SF

**Dierbergs Clocktower Place**  
Florissant, MO  
211,000 SF

**Gentry Square**  
St. Louis, MO  
90,000 SF

**Keller Plaza**  
St. Louis, MO  
160,000 SF

**American Plaza**  
St. Louis, MO  
109,049 SF

**Gravois Village Plaza**  
High Ridge, MO  
114,000 SF

**Target**  
Kirkwood, MO  
100,000 SF

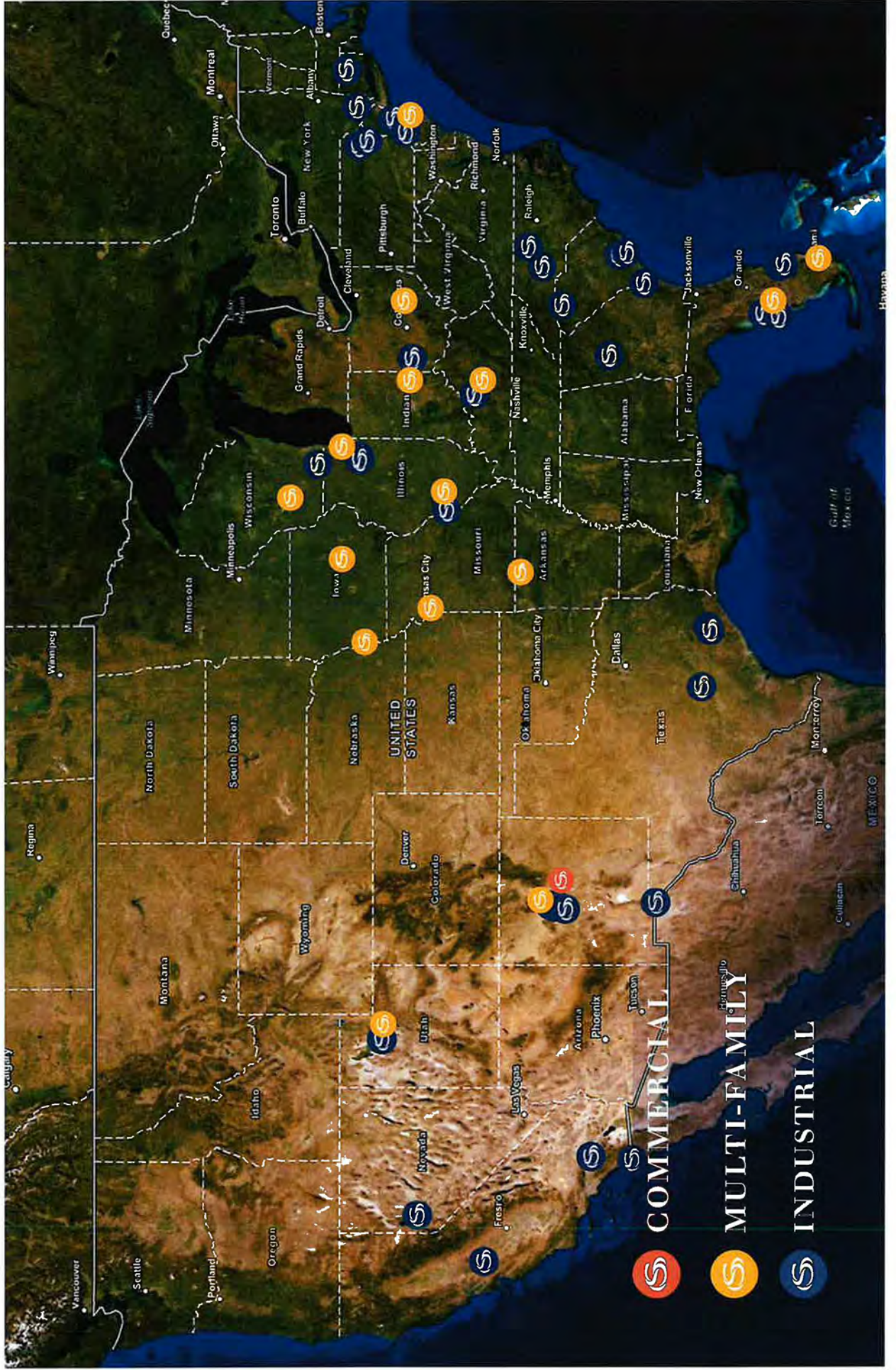
**Inn Village I & II**  
Ballwin, MO  
30,000 SF

**Golf Galaxy**  
15,000 SF  
Brentwood, MO

**Advance Auto Parts**  
Fayetteville, AR  
6,776 SF

**Mobil on the Run**  
Imperial, MO  
4,200 SF

DEVELOPMENT PIPELINE





  
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group

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Executive Director - Retail Services

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Our legacy is *built* on helping create *yours*.

DEVELOPMENT | PROPERTY MANAGEMENT | BROKERAGE | MULTI-FAMILY

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*Since 1957*



**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 the creation of a temporary Planned Development approval process

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building & Zoning

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

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**REQUEST:** Request direction for the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding the creation of a temporary Planned Development process.

**BACKGROUND:** In September 2022, the Village entered into an agreement with Teska Associates, Inc. to undertake a comprehensive update of the Village's Zoning (Chapter 9) and Subdivision (Chapter 10) Codes. The goal is to create a user friendly code with updated development standards which support the Village's economic development goals, including implementation of the Western Area and Barrington Road I-90 Sub Area Plans. The full code update project is expected to be completed by spring 2024.

As part of the code update process, Teska will evaluate and recommend regulatory means to accommodate Village development objectives, including modern multi-family projects, mixed-use developments, and large scale industrial developments (including data centers). Teska's recommendation will include creation of a Planned Development process, overlay districts, or some similar zoning tool that offers the Village a proper balance of flexibility and control.

Presently, there are four active multi-family development concepts under Village staff review and ready to proceed with formal development applications. Staff anticipates that development interest will continue over the next 16-17 months as the code update project proceeds. These projects are unable to proceed to the formal application stage due to lack of an available zoning district or entitlement mechanism (i.e. Planned Development process) in the current code. To enable desirable projects to proceed concurrently as the code update process is underway, Teska recommends that the Village adopt a temporary Planned Development process.

**DISCUSSION:*****Planned Developments***

The Planned Development concept is utilized in many communities (including most Chicagoland communities including Palatine, Schaumburg, Arlington Heights, Rolling Meadows, Elk Grove Village, Elgin, Des Plaines, and others) as a regulatory process to allow greater flexibility in the configuration of buildings and/or uses on a site than is allowed in standard zoning ordinances. Planned Developments are popular because they allow for a good amount of municipal control over the approval process and final development, while developers feel that they are being given flexibility to build a desirable product when compared to traditional zoning requirements.

Establishment of a Planned Development process does not provide zoning entitlements to any particular property; rather, it establishes a regulatory process for the Village to guide developers in a manner that will meet a community's land use goals without being bound by rigid zoning requirements of the underlying zoning district.

Generally, Planned Development approvals work similarly to the Village's existing Site Plan review process in that a developer will submit a series of plans to the Village to be reviewed by staff, and ultimately considered for final recommendation and approval by the Planning & Zoning Commission and Village Board. Any amendments thereafter will be subject to a formal amendment process that will be outlined in the code.

***Consultant Recommendation***

Staff consulted with Teska and they provided detailed guidance and a recommendation to adopt a Planned Development process as an interim tool to provide a means for the development proposals to proceed through the entitlement process while the code update process is underway. Teska has agreed to provide technical support in creating this interim solution as part of the scope of their current contract. They have found this approach to be successful in other communities and believe that the Planned Development process is a way for the Village to maintain a good level of control over the approval process and final development. Staff believes this approach will address our current situation in a manner that synchronizes with the current code update process. It is important to note that this process is intended only to be used until a more tailored approach is finalized as part of the code update process.

If the Committee is supportive of the adoption of a temporary Planned Development process, Teska will work with staff to craft the necessary text amendments for consideration by the Planning and Zoning Commission and Village Board. The text amendments will include provisions regarding the approval process (typically following the special use and site plan process that is already set up in the Village Code), required submittal documents, and the minimum requirements a project must meet to be considered under the Planned Development process.

**RECOMMENDATION:**

Direct the Planning and Zoning Commission to hold a public hearing to consider amendments to the Zoning Code regarding the creation of a temporary Planned Development process.

cc: Planning and Zoning Commission  
Michael Blue (Teska Associates, Inc.)

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of an Ordinance Proposing the establishment of and calling for a public hearing on the creation of a Special Service Area 2023-1 (Plum Farms)

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building & Zoning Committee

**FROM:** Jana B. Dickson, Assistant Corporation Counsel  
Peter Gugliotta, Director of Development Services  
Jennifer Horn, Director of Planning & Transportation

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**PURPOSE:** Request approval of an ordinance proposing the establishment of and calling for a public hearing on the creation of Special Service Area 2023-1 (Plum Farms)

**BACKGROUND:** On May 1, 2017, the President and Board of Trustees of the Village approved a Development Agreement for the 16-acre property at the northwest corner of State Route 72 and Old Sutton Road, a Development Agreement for the 24-acre property at the northwest corner of State Routes 59 and 72, and an Annexation Agreement for the 145-acre property west of State Route 59 (collectively the "185-acre Property Agreements"). the 185-acre Property Agreements contemplate a backup mechanism for the payment of any and all costs associated with maintaining, repairing, and reconstructing stormwater improvements, including all storm sewers, detention systems, stormwater detention or retention basins, and compensatory storage facilities that are necessary or desirable to convey stormwater drainage from, or store stormwater drainage (collectively the "Services"), in the Area only as reasonably necessary to abate any failure by the owner or an owners association to maintain said stormwater improvements.

**DISCUSSION:** Pursuant to the power granted to the Village in item (2) of subsection (l) of Section 6 of Article VII of the 1970 Constitution of the State of Illinois and pursuant to the provisions of the Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 et seq. the Village is authorized to create special service areas in and for the Village and to levy taxes in order to pay for the provision of special services to said special service areas within the boundaries of the Village. The initial tax will be imposed when the need arises to provide needed Services.

The initial amount of taxes to be levied within the proposed Special Service Area No. 2023-1 shall be \$500,000.00. The maximum rate of taxes to be extended within the proposed Special Service Area No. 2023-1 any year thereafter shall not to exceed two percent (2%, being \$2.00 for every \$100.00) of the whole equalized assessed value of the property within the proposed Special Service Area No. 2023-1. Said taxes shall be imposed for an indefinite period of time after the date of the ordinance establishing the proposed Special Service Area 2023-1. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Illinois Property Tax Code. Notwithstanding the foregoing, taxes shall not be levied and said Area shall be “dormant”, and shall take effect only if the owners association or property owner(s) fails to maintain, repair or replace the stormwater improvements.

A public hearing on the establishment of Special Service Area 2023-1 shall be held on January 16, 2023. Prior to the hearing, the Village will send the attached notice to taxpayers of record within the proposed Special Service Area and will publish notice of the public hearing in a newspaper of general circulation pursuant to the requirements of the Special Service Area Tax Law. After final adjournment of the public hearing, the Village Board may pass an ordinance establishing Special Service Area 2023-1 which will only take effect after a 60-day objection period, provided that the objection threshold is not met.

**RECOMMENDATION:** Approval of an ordinance proposing the establishment of a Special Service Area in the Village of Hoffman Estates, Illinois, and providing for a public hearing and other related procedures for Special Service Area 2023-1 (Plum Farms).

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE PROPOSING THE ESTABLISHMENT  
OF A SPECIAL SERVICE AREA IN THE VILLAGE OF HOFFMAN ESTATES,  
ILLINOIS AND PROVIDING FOR A PUBLIC HEARING  
AND OTHER RELATED PROCEDURES  
SPECIAL SERVICE AREA 2023-1 (PLUM FARMS)**

WHEREAS, the Village of Hoffman Estates, Cook and Kane Counties, Illinois (the "Village") is a home rule municipality within Article VII, Section 6(a) of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare; and

WHEREAS, pursuant to the power granted to the Village in item (2) of subsection (1) of Section 6 of Article VII of the 1970 Constitution of the State of Illinois and pursuant to the provisions of the Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 et seq. (the "Tax Law"), the Village is authorized to create special service areas in and for the Village and to levy taxes in order to pay for the provision of special services to said special service areas within the boundaries of the Village; and

WHEREAS, on May 1, 2017, the President and Board of Trustees of the Village approved a Development Agreement for the 16-acre property at the northwest corner of State Route 72 and Old Sutton Road, a Development Agreement for the 24-acre property at the northwest corner of State Routes 59 and 72, and an Annexation Agreement for the 145-acre property west of State Route 59 (collectively the "185-acre Property Agreements"); and

WHEREAS, the 185-acre Property Agreements govern the development of the properties legally described in Exhibit 1 which is attached hereto and made a part hereof (the "Area"); and

WHEREAS, the Area is accurately depicted on the map marked as Exhibit 2 which is attached hereto and made a part hereof; and

WHEREAS, the 185-acre Property Agreements contemplate a backup mechanism for the payment of any and all costs associated with maintaining, repairing, and reconstructing stormwater improvements, including all storm sewers, detention systems, stormwater detention or retention basins, and compensatory storage facilities that are necessary or desirable to convey stormwater drainage from, or store stormwater drainage (collectively the "Services"), in the Area only as reasonably necessary to abate any failure by the owner or an owners association to maintain said stormwater improvements; and

WHEREAS, it is in the public interest that the President and Board of Trustees of the Village consider the establishment of a special service area to provide the Services for the Area; and

WHEREAS, the Area is compact and contiguous, and totally within the corporate limits of the Village; and

WHEREAS, the provision of the Services pertains to the government and affairs of the Village; and

WHEREAS, the Area will benefit specially from the Services to be provided in the event the special service area is established, and the Services are unique and in addition to the municipal services provided generally throughout the Village, and it is, therefore, in the best interests of the Village that the establishment of the Area be considered; and

WHEREAS, it is in the public interest that levy of a direct annual *ad valorem* tax upon all taxable property within the Area being considered for the purpose of paying the cost of providing the Services; and



WHEREAS, the revenue from such tax shall be used solely and only for Services for which the Village is authorized under the provisions of the Illinois Municipal Code, as amended, to levy taxes or special assessments or to appropriate the funds of the Village, all of the Services to be in and for the Area and all of the necessary Services to be on property now owned or to be acquired by the Village, or property in which the Village will obtain an interest sufficient for the provision of the Services used for the special service area and all of the necessary construction.

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

Section 1: *Incorporation of Preambles.* The preambles of this ordinance constitute legislative findings and are hereby incorporated into this text as if set out herein in full.

Section 2: *Findings.* The President and Board of Trustees of the Village of Hoffman Estates make the following findings of fact:

- A. The approximate location is the 185-acre property at the northwest corner of State Routes 59 and 72. The legal descriptions, common addresses, and Property Identification numbers for the property which will comprise the Special Service Area 2023-1 (hereinafter "Area") is attached hereto as Exhibit 1.
- B. It is in the public interest that the President and Board of Trustees of the Village consider the establishment of a special service area to provide the Services for the Area.
- C. The Area is compact and contiguous, and totally within the corporate limits of the Village as evidenced by the proposed map of Special Service Area 2023-1 attached hereto as Exhibit 2.
- D. The provision of the Services pertains to the government and affairs of the Village.
- E. The proposed Services are for maintenance and other purposes as set forth in the preambles.
- F. The Area will benefit specially from the Services to be provided in the event the special service area is established, and the Services are unique and in addition to the municipal services provided generally throughout the Village, and it is, therefore, in the best interests of the Village that the establishment of the Area be considered.
- G. It is in the public interest that levy of a direct annual *ad valorem* tax upon all taxable property within the Area be considered for the purpose of paying the cost of providing the Services.
- H. The revenue from such tax shall be used solely and only for Services for which the Village is authorized under the provisions of the Illinois Municipal Code, as amended, to levy taxes or special assessments or to appropriate the funds of the Village, all of the Services to be in and for the Area and all of the necessary Services to be on property now owned or to be acquired by the Village, or property in which the Village will obtain an interest sufficient for the provision of the Services used for the special service area and all of the necessary construction.

Section 3: *Proposal.* The Village hereby proposes the establishment of a special service area for the Area to be known as "Special Service Area 2023-1" for the purpose of providing the Services and providing funding for the costs incurred by the Village in connection with said Services.

Section 4: *Public Hearing.* A public hearing shall be held on the 23<sup>rd</sup> day of January, 2023, at 6:55 p.m. or as soon thereafter as possible, at the Village Hall for the Village of Hoffman Estates, Cook and Kane Counties, Illinois, 1900 Hassell Road, Hoffman Estates, IL 60169 (the "Hearing"), to consider the following:

- A. The establishment of Special Service Area 2023-1 of the Village of Hoffman Estates in the Area which is legally described in Exhibit 1 and depicted on the map marked Exhibit 2.

The levy of an annual *ad valorem* tax based upon the whole equalized assessed value on each parcel of property in the proposed Special Service Area 2023-1 by the Village, sufficient to produce revenues to provide the Services. Initial tax will be imposed when the need arises to provide needed Services. The initial amount of taxes to be levied within the proposed Special Service Area No. 2023-1 shall be \$500,000.00. The maximum rate of taxes to be extended within the proposed Special Service Area No. 2023-1 any year thereafter shall not to exceed two percent (2%, being \$2.00 for every \$100.00) of the whole equalized assessed value of the property within the proposed Special Service Area No. 2023-1. Said taxes shall be imposed for an indefinite period of time after the date of the ordinance establishing the proposed Special Service Area 2023-1. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Illinois Property Tax Code. Notwithstanding the foregoing, taxes shall not be levied hereunder and said Area shall be “dormant”, and shall take effect only if the owners association or property owner(s) fails to maintain, repair or replace the stormwater improvements.

**Section 5: Notice of the Hearing.** The Village Clerk is directed to provide notice of the public hearing (“Notice”) in accordance with the requirements of Section 27-25 of 35 ILCS 200, aforesaid, and this Ordinance.

- A. **Form of Notice.** The Notice shall be substantially in the form of Exhibit 3 attached hereto and made a part hereof.
- B. **Manner of Notice.** The Notice shall be given by publication and mailing.
1. Notice by publication shall be given by publication at least once not less than fifteen (15) days prior to the hearing in a newspaper of general circulation within the Village.
  2. Notice by mailing shall be given by depositing the notice in the United States mails addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each property lying within the proposed special service area. In the event taxes for the last preceding year were not paid, the notice shall be sent to the person last listed on the tax rolls prior to that year as the owner of the property. The notice shall be mailed not less than 10 days prior to the time set for the public hearing.

**Section 6: Conduct of Hearing.** At the public hearing, any interested person, including all persons owning taxable property located within the proposed special service area, may file with the Village Clerk written objections to and may be heard orally in respect to any issues embodied in the notice of public hearing. The Village shall hear and determine all protests and objections at the hearing and the hearing may be adjourned to another date without further notice other than a motion to be entered upon the minutes fixing the time and place it will reconvene. At the public hearing or at the first regular meeting of the corporate authorities thereafter, the Village may delete area from the proposed special service area so long as it remains a contiguous area as defined in Section 27-5 of the Tax Law.

**Section 7: Objection Petition.** If a petition signed by at least 51% of the electors residing within the proposed Special Service Area 2023-1 and by at least 51% of the owners of record of the land included within the boundaries of the proposed Special Service Area 2023-1 is filed with the Village Clerk within 60 days following the final adjournment of the public hearing objecting to the creation of the proposed Special Service Area 2023-1, the enlargement thereof, the levy or imposition of a tax for the provision of special services to the proposed Special Service Area 2023-1,

then the proposed Special Service Area 2023-1 shall not be created or enlarged, or the tax shall not be levied or imposed. Each resident of the proposed Special Service Area 2023-1 registered to vote at the time of the public hearing held with regard to the proposed Special Service Area 2023-1 shall be considered an elector. Each person in whose name legal title to land included within the boundaries of the proposed Special Service Area 2023-1 is held according to the records of the county in which the land is located shall be considered an owner of record. Owners of record shall be determined at the time of the public hearing held with regard to proposed Special Service Area 2023-1. Land owned in the name of a land trust, corporation, estate or partnership shall be considered to have a single owner of record.

**Section 8: *Effective Date.*** This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**EXHIBIT 1**  
**Boundaries of Area**

**LEGAL DESCRIPTION:**

LOTS 1 THROUGH 3, INCLUSIVE, FINAL PLAT OF PLUM FARMS SUBDIVISION, BEING A SUBDIVISION OF THAT PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 28 LYING EAST OF THE EAST RIGHT OF WAY LINE OF ELGIN, JOLIET AND EASTERN RAILROAD AND THAT PART OF THE NORTHEAST 1/4 OF SECTION 32 AND THE NORTHWEST 1/4 OF SECTION 33, ALL IN TOWNSHIP 42 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 8, 2017 AS DOCUMENT NO. 1712813021, IN THE OFFICIAL RECORDS OF COOK COUNTY, ILLINOIS.

**BOUNDARIES BY STREET LOCATION**

The Area is generally located within an area approximately bounded by Sutton Road to the East and West Higgins Road to the South, all within the Village of Hoffman Estates, County of Cook, Illinois.

**APPLICABLE PROPERTY INDEX NUMBERS (PINs) & COMMON ADDRESSES:**

<b>Lot Identifier</b>	<b>Site Address</b>	<b>PIN</b>
		01-33-100-003-0000
		01-33-100-004-0000
<b>1</b>	344 N Old Sutton Road	01-28-301-004-0000
<b>2</b>	280 Higgins Road	01-33-103-008-0000
<b>3</b>	276 Higgins Road	01-33-103-007-0000



**EXHIBIT 2**

**Map**

Proposed SSA - Plum Farms



**Legend**

-  Plum Farms SSA Parcels
-  Plum Farms Special Service Area

Village of Hoffman Estates  
November 2022

**EXHIBIT 3**

**NOTICE OF HEARING  
VILLAGE OF HOFFMAN ESTATES, COOK AND KANE COUNTIES, ILLINOIS  
THE PROPOSED CREATION OF SPECIAL SERVICE AREA NO. 2023-1**

**NOTICE IS HEREBY GIVEN** that on the 23<sup>rd</sup> day of January, 2023 at 6:55 p.m., or as soon thereafter as possible, in the Village Hall for the Village of Hoffman Estates, Cook and Kane Counties, Illinois, 1900 Hassell Road, Hoffman Estates, IL 60169, a hearing will be held by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, to consider the establishment of a special service area to be called "Special Service Area No. 2023-1" consisting of the real property legally described as attached hereto on Notice Exhibit A and incorporated herein (the "Area"). The Area is accurately depicted on the map attached hereto on Exhibit B and incorporated herein.

All interested persons, including all persons owning taxable real property located within the proposed Special Service Area No. 2023-1, may file written objections with the Village Clerk and will be given an opportunity to be heard at the hearing regarding the formation of and the boundaries of the proposed Special Service Area No. 2023-1, and the tax levy and an opportunity to file objections to the amount of the tax levy.

The purpose for the formation of the proposed Special Service Area No. 2023-1, in general, is to provide special governmental services for maintaining, repairing, and reconstructing stormwater improvements, including all storm sewers, detention systems, stormwater detention or retention basins, and compensatory storage facilities that are necessary or desirable to convey stormwater drainage from, or store stormwater drainage (collectively the "Services"), in the Area. The proposed Services are for maintenance and other purposes as required to provide the Services.

It is proposed that to pay for such services, the Village shall levy an annual *ad valorem* tax based upon the whole equalized assessed value on each parcel of property in the proposed Special Service Area 2023-1 by the Village, sufficient to produce revenues to provide the Services. Initial tax will be imposed when the need arises to provide needed Services. The initial amount of taxes to be levied within the proposed Special Service Area No. 2023-1 shall be \$500,000.00. The maximum rate of taxes to be extended within the proposed Special Service Area No. 2023-1 any year thereafter shall not to exceed two percent (2%, being \$2.00 for every \$100.00) of the whole equalized assessed value of the property within the proposed Special Service Area No. 2023-1. Said taxes shall be imposed for an indefinite period of time after the date of the ordinance establishing the proposed Special Service Area 2023-1. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Illinois Property Tax Code. Notwithstanding the foregoing, taxes shall not be levied hereunder and said Area shall be "dormant", and shall take effect only if the owners association or property owner(s) fails to maintain, repair or replace the stormwater improvements.

The President and Board of Trustees shall hear and determine all protests and objections at the hearing and the hearing may be adjourned to another date without further notice other than a motion to be entered upon the minutes fixing the time and place it will reconvene. At the public hearing or at the first regular meeting thereafter, the President and Board of Trustees may delete area from the proposed Special Service Area No. 20122-1.

In accordance with the provisions of Section 27-55 of 35 ILCS 200, if a petition signed by at least 51% of the electors residing within the special service area and by at least 51% of the owners of record of the land included within the boundaries of the special service area is filed with the Village Clerk within 60 days following the final adjournment of the public hearing, objecting to the creation of the special service district, the enlargement of the area, the levy or imposition of a tax for the provision of special services to the area, or to a proposed increase in the tax rate, the district shall not be created or enlarged, or the tax shall not be levied or imposed nor the rate increased.

Dated this \_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
VILLAGE CLERK

**EXHIBIT A**  
**Boundaries of Area**

**LEGAL DESCRIPTION:**

LOTS 1 THROUGH 3, INCLUSIVE, FINAL PLAT OF PLUM FARMS SUBDIVISION, BEING A SUBDIVISION OF THAT PART OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 28 LYING EAST OF THE EAST RIGHT OF WAY LINE OF ELGIN, JOLIET AND EASTERN RAILROAD AND THAT PART OF THE NORTHEAST 1/4 OF SECTION 32 AND THE NORTHWEST 1/4 OF SECTION 33, ALL IN TOWNSHIP 42 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 8, 2017 AS DOCUMENT NO. 1712813021, IN THE OFFICIAL RECORDS OF COOK COUNTY, ILLINOIS.

**BOUNDARIES BY STREET LOCATION**

The Area is generally located within an area approximately bounded by Sutton Road to the East and West Higgins Road to the South, all within the Village of Hoffman Estates, County of Cook, Illinois.

**APPLICABLE PROPERTY INDEX NUMBERS (PINs) & COMMON ADDRESSES:**



<b>Lot Identifier</b>	<b>Site Address</b>	<b>PIN</b>
		01-33-100-003-0000
		01-33-100-004-0000
<b>1</b>	344 N Old Sutton Road	01-28-301-004-0000
<b>2</b>	280 Higgins Road	01-33-103-008-0000
<b>3</b>	276 Higgins Road	01-33-103-007-0000

**EXHIBIT B**  
**Map of the Area**

**Proposed SSA - Plum Farms**



**Legend**

-  Plum Farms SSA Parcels
-  Plum Farms Special Service Area

Village of Hoffman Estates  
November 2022



# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of an Ordinance Proposing the Establishment of and calling for a public hearing on the creation of a Special Service Area 2023-2 (Higgins Road and Barrington Road)

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building & Zoning Committee

**FROM:** Jana B. Dickson, Asst. Corporation Counsel  
Peter Gugliotta, Director of Development Services  
Jennifer Horn, Director of Planning & Transportation

**PURPOSE:** Request approval of an ordinance proposing the establishment of and calling for a public hearing on the creation of a Special Service Area 2023-2 (Higgins Road and Barrington Road).

**BACKGROUND:** The Village has previously approved a Redevelopment Agreement of real property, generally described as 2575 W. Higgins Road and 1795 Barrington Road. The Redevelopment Agreement contemplates a backup mechanism for the maintenance of any common area or improvements including but not limited to: roadways, detention areas, landscape areas, etc. ("Special Services"). The creation of the SSA would conform the terms of the Redevelopment Agreement. In addition to the properties covered under the Redevelopment Agreement, there are additional properties which are not parties to the Agreement but which enjoy the benefits of common areas and stormwater improvements located within the proposed SSA.

**DISCUSSION:** Pursuant to the power granted to the Village in item (2) of subsection (1) of Section 6 of Article VII of the 1970 Constitution of the State of Illinois and pursuant to the provisions of the Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 et seq., the Village is authorized to create special service areas in and for the Village and to levy taxes in order to pay for the provision of special services to said special service areas within the boundaries of the Village. The initial tax will be imposed when the need arises to provide needed Services. The initial amount of taxes to be levied within the proposed Special Service Area No. 2023-2 shall be \$500,000.00. The maximum rate of taxes to be extended within the proposed Special Service Area No. 2023-2 any year thereafter shall not to exceed two percent (2%, being \$2.00 for every \$100.00) of the

whole equalized assessed value of the property within the proposed Special Service Area No. 2023-2. Said taxes shall be imposed for an indefinite period of time after the date of the ordinance establishing the proposed Special Service Area 2023-2. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Illinois Property Tax Code. Notwithstanding the foregoing, taxes shall not be levied and said Area shall be “dormant”, and shall take effect only if the owners association or property owner(s) fails to maintain, repair or replace the stormwater improvements or other common area improvements including, but not limited to, monuments, signage, landscaping, walkways, and other common area elements within the proposed special service area.

A public hearing on the establishment of Special Service Area 2023-2 shall be held on January 23, 2023. Prior to the hearing, the Village will send the attached notice to taxpayers of record within the proposed Special Service Area and will publish notice of the public hearing in a newspaper of general circulation pursuant to the requirements of the Special Service Area Tax Law. After final adjournment of the public hearing, the Village Board may pass an ordinance establishing Special Service Area 2023-2 which will only take effect after a 60-day objection period, provided that the objection threshold is not met.

**RECOMMENDATION:** Approval of an ordinance proposing the establishment of a Special Service Area in the Village of Hoffman Estates, Illinois, and providing for a public hearing and other related procedures for Special Service Area 2023-2 (Higgins Road and Barrington Road).

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE PROPOSING THE ESTABLISHMENT  
OF A SPECIAL SERVICE AREA IN THE VILLAGE OF HOFFMAN ESTATES,  
ILLINOIS AND PROVIDING FOR A PUBLIC HEARING  
AND OTHER RELATED PROCEDURES  
SPECIAL SERVICE AREA 2023-2 (HIGGINS ROAD & BARRINGTON ROAD)**

WHEREAS, the Village of Hoffman Estates, Cook and Kane Counties, Illinois (the "Village") is a home rule municipality within Article VII, Section 6(a) of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare; and

WHEREAS, pursuant to the power granted to the Village in item (2) of subsection (1) of Section 6 of Article VII of the 1970 Constitution of the State of Illinois and pursuant to the provisions of the Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 et seq. (the "Tax Law"), the Village is authorized to create special service areas in and for the Village and to levy taxes in order to pay for the provision of special services to said special service areas within the boundaries of the Village; and

WHEREAS, the Village has previously approved a Redevelopment Agreement of real property, generally described as 2575 W. Higgins Road ("Higgins Parcel") and 1795 Barrington Road ("Barrington Parcel"); and

WHEREAS, the Redevelopment Agreement contemplates a backup mechanism for the maintenance of any common area or improvements including but not limited to: roadways, detention areas, landscape areas, etc. ("*Special Services*"); and

WHEREAS, the creation of the SSA would conform the terms of the Redevelopment Agreement, and is in the best interest of the Village of Hoffman Estates; and

WHEREAS, there are additional properties which are not parties to the Agreement which enjoy the benefits of common areas and improvements located within the proposed SSA; and

WHEREAS, the property outlined in the Redevelopment Agreement and the additional properties which enjoy the benefits of the stormwater improvements and common areas are legally described in Exhibit 1 which is attached hereto and made a part hereof (the "Area"); and

WHEREAS, the Area is accurately depicted on the map marked as Exhibit 2 which is attached hereto and made a part hereof; and

WHEREAS, it is in the public interest that the President and Board of Trustees of the Village consider the establishment of a special service area to provide the Services for the Area; and

WHEREAS, the Area is compact and contiguous, and totally within the corporate limits of the Village; and

WHEREAS, the provision of the Services pertains to the government and affairs of the Village; and

WHEREAS, the Area will benefit specially from the Services to be provided in the event the special service area is established, and the Services are unique and in addition to the municipal services provided generally throughout the Village, and it is, therefore, in the best interests of the Village that the establishment of the Area be considered; and

WHEREAS, it is in the public interest that levy of a direct annual *ad valorem* tax upon all taxable property within the Area being considered for the purpose of paying the cost of providing the Services; and

WHEREAS, the revenue from such tax shall be used solely and only for Services for which the Village is authorized under the provisions of the Illinois Municipal Code, as amended, to levy taxes or special assessments or to appropriate the funds of the Village, all of the Services to be in and for the Area and all of the necessary Services to be on property now owned or to be acquired by the Village, or property in which the Village will obtain an interest sufficient for the provision of the Services used for the special service area and all of the necessary construction.

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

Section 1: *Incorporation of Preambles.* The preambles of this ordinance constitute legislative findings and are hereby incorporated into this text as if set out herein in full.

Section 2: *Findings.* The President and Board of Trustees of the Village finds as follows:

- A. The approximate location is the southeast corner of Barrington Road and Higgins Road in Hoffman Estates. The legal descriptions, common addresses, and property Identification Numbers for the property which will comprise Special Service Area 2023-2 (hereinafter "Area") is attached hereto as Exhibit 1
- B. It is in the public interest that the President and Board of Trustees consider the creation of a special service area for the Area.
- C. The proposed special service area is compact and contiguous as evidenced by the proposed map of Special Service Area 2023-2 attached hereto as Exhibit 2.
- D. The general purpose of the formation of the Village of Hoffman Estates Special Service Area 2023-2 is to provide special municipal services to the area which may include the costs of maintenance, repair and reconstruction of the storm water detention system serving the real property and all amenities and common areas, including, but not limited to, monuments, signage, landscaping, walkways, and other common area elements within the proposed special service area. The services to be provided in the event the special service area is established are in addition to the municipal services provided to the Village as a whole and the proposed special service area will benefit from the special municipal services to be provided.
- E. The provision of the Services pertain to the government and affairs of the Village.
- F. The proposed Services are for maintenance and other purposes as set forth in the preambles.
- G. The Area will benefit specially from the Services to be provided in the event the special service area is established, and the Services are unique and in addition to the municipal services provided generally throughout the Village, and it is, therefore, in the best interests of the Village that the establishment of the Area be considered.
- H. It is in the public interest that levy of a direct annual ad valorem tax upon all taxable property within the Area be considered for the purpose of paying the cost of providing the Services.
- I. The revenue from such tax shall be used solely and only for Services for which the Village is authorized under the provisions of the Illinois Municipal Code, as amended, to levy taxes or special assessments or to appropriate the funds of the Village, all of the Services to be in and for the Area and all of the necessary Services to be on property now owned or to be acquired by the Village, or property in which the Village will obtain an interest sufficient for the provision of the Services used for the special service area and all of the necessary construction.

**Section 3: Proposal.** The Village hereby proposes the establishment of a special service area and the levying of a tax for an indefinite period of time for the Area to be known as Special Service Area 2023-2 for the purpose of providing funding for the costs incurred by the Village in connection with providing the special services.

**Section 4: Public Hearing.** A public hearing shall be held on the 23<sup>rd</sup> day of January, 2023 at 6:55 p.m., or as soon thereafter as possible, at the Village Hall for the Village of Hoffman Estates, Cook and Kane Counties, Illinois, 1900 Hassell Road, Hoffman Estates, IL 60169 (the "Hearing"), to consider the following:

- A. The establishment of Special Service Area 2023-2 of the Village of Hoffman Estates in the Area which is legally described in Exhibit I and depicted on the map marked Exhibit 2.

The levy of an annual *ad valorem* tax based upon the whole equalized assessed value on each parcel of property in the proposed Special Service Area 2023-2 by the Village, sufficient to produce revenues to provide the Services. Initial tax will be imposed when the need arises to provide needed Services. The initial amount of taxes to be levied within the proposed Special Service Area No. 2023-2 shall be \$500,000.00. The maximum rate of taxes to be extended within the proposed Special Service Area No. 2023-2 any year thereafter shall not to exceed two percent (2%, being \$2.00 for every \$100.00) of the whole equalized assessed value of the property within the proposed Special Service Area No. 2023-2. Said taxes shall be imposed for an indefinite period of time after the date of the ordinance establishing the proposed Special Service Area 2023-2. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Illinois Property Tax Code. Notwithstanding the foregoing, taxes shall not be levied hereunder and said Area shall be "dormant", and shall take effect only if the owners association or property owner(s) fails to maintain, repair or replace the stormwater improvements or other common area improvements including, but not limited to, monuments, signage, landscaping, walkways, and other common area elements within the proposed special service area.

**Section 5. Notice of Public Hearing.** The Village Clerk is directed to provide notice of the public hearing ("Notice") in accordance with the requirements of Section 27-25 of 35 ILCS 200, aforesaid, and this Ordinance.

- A. **Form of Notice.** The Notice shall be substantially in the form and content of Exhibit 3 attached hereto and made a part hereof.
- B. **Manner of Notice.** The Notice shall be given by publication and mailing.
  - 1. Notice by publication shall be given by publication at least once not less than fifteen (15) days prior to the hearing in a newspaper of general circulation within the Village.
  - 2. Notice by mailing shall be given by depositing the notice in the United States mails addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each property lying within the proposed special service area. In the event taxes for the last preceding year were not paid, the notice shall be sent to the person last listed on the tax rolls prior to that year as the owner of the property. The notice shall be mailed not less than 10 days prior to the time set for the public hearing.

**Section 6: Conduct of Hearing.** At the public hearing, any interested person, including all persons owning taxable property located within the proposed special service area, may file with the Village Clerk written objections to and may be heard orally in respect to any issues embodied in the notice of public hearing. The Village shall hear and determine all protests and objections at the hearing and the hearing may be adjourned to another date without further notice

other than a motion to be entered upon the minutes fixing the time and place it will reconvene. At the public hearing or at the first regular meeting of the corporate authorities thereafter, the Village may delete area from the proposed special service area so long as it remains a contiguous area as defined in Section 27-5 of the Tax Law.

**Section 7: *Objection Petition.*** If a petition signed by at least 51% of the electors residing within the proposed Special Service Area 2023-2 and by at least 51% of the owners of record of the land included within the boundaries of the proposed Special Service Area 2023-2 is filed with the Village Clerk within 60 days following the final adjournment of the public hearing objecting to the creation of the proposed Special Service Area 2023-2, the enlargement thereof, the levy or imposition of a tax for the provision of special services to the proposed Special Service Area 2023-2, then the proposed Special Service Area 2023-2 shall not be created or enlarged, or the tax shall not be levied or imposed. Each resident of the proposed Special Service Area 2023-2 registered to vote at the time of the public hearing held with regard to the proposed Special Service Area 2023-2 shall be considered an elector. Each person in whose name legal title to land included within the boundaries of the proposed Special Service Area 2023-2 is held according to the records of the county in which the land is located shall be considered an owner of record. Owners of record shall be determined at the time of the public hearing held with regard to proposed Special Service Area 2023-2. Land owned in the name of a land trust, corporation, estate or partnership shall be considered to have a single owner of record.

**Section 8: *Effective Date.*** This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**EXHIBIT 1**  
**Boundaries of Area**

**LEGAL DESCRIPTION:**

ALL THAT PART OF THE NORTHWEST FRACTIONAL  $\frac{1}{4}$  OF SECTION 7, TOWNSHIP 41 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, SOUTHERLY OF THE 240 FEET WIDE RIGHT OF WAY OF STATE ROUTE 72 AND LYING NORTHERLY OF THE CENTERLINE OF OLD HIGGINS ROAD, AS IT IS NOW CONSTRUCTED AND TRAVELLED, (ALSO EXCEPTING THERE FROM THE WEST 50 FEET OF SAID SECTION 7, BEING THE RIGHT OF WAY OF BARRINGTON ROAD, AS NOW DEDICATED) (ALSO EXCEPTING THEREFROM A TRACT OF LAND HERETOFORE CONVEYED TO HARVEY BIERMAN BY DEED RECORDED AS DOCUMENT NO. 13877535 AND DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF OLD HIGGINS ROAD AND THE EAST LINE OF BARRINGTON ROAD, 201.20 FEET; THENCE EASTERLY 201.20, THENCE SOUTH 231.76 FEET TO THE NORTH LINE OF OLD HIGGINS ROAD; THENCE NORTHWESTERLY ALONG THE NORTH LINE OF OLD HIGGINS ROAD, 203.51 FEET TO THE PLACE OF BEGINNING), AND ALSO EXCEPTING THAT PART CONDEMNED BY THE DEPARTMENT OF TRANSPORTATION IN CASE NO. 84L05279 AND ALSO EXCEPTING: BEGINNING AT A POINT 50.0 FEET EAST (AS MEASURED AT RIGHT ANGLES THERETOFROM THE WEST LINE OF SAID FRACTIONAL NORTHWEST  $\frac{1}{4}$ , SAID POINT LYING 404.24 FEET SOUTH FROM THE NORTH LINE OF SAID NORTHWEST FRACTION  $\frac{1}{4}$  AND BEING THE INTERSECTION OF THE EAST RIGHT OF WAY LINE OF BARRINGTON ROAD AND THE SOUTHWESTERLY RIGHT OF WAY LINE OF BARRINGTON ROAD AND THE SOUTHWESTERLY RIGHT OF WAY LINE OF HIGGINS ROAD (ROUTE 72); THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF HIGGINS ROAD, 94.36 FEET TO A POINT OF CURVATURE IN SAID LINE; THENCE CONTINUING ALONG SAID RIGHT OF WAY LINE OF A CURVE TO THE LEFT HAVING A RADIUS OF 9968.18 FEET, A DISTANCE OF 160.64 FEET; THENCE SOUTHWESTERLY, A DISTANCE OF 99.56 FEET TO A POINT ON A LINE DRAWN 150.00 FEET EAST OF AND AT RIGHT ANGLES TO THE EAST RIGHT OF WAY LINE OF BARRINGTON ROAD AT A POINT LYING 240.0 FEET SOUTH FROM THE POINT OF BEGINNING, THENCE WEST 150.0 FEET ON SAID LINE DRAWN AT RIGHT ANGLES TO SAID EAST RIGHT OF WAY LINE OF BARRINGTON ROAD TO SAID POINT BEING 240.0 FEET SOUTH FROM THE POINT OF BEGINNING; THENCE NORTH ON SAID EAST RIGHT OF WAY LINE OF BARRINGTON ROAD, A DISTANCE OF 240.0 FEET TO THE POINT OF BEGINNING, ALL IN SCHAUMBURG TOWNSHIP, IN COOK COUNTY, ILLINOIS.

ALSO EXCEPTING THEREFROM THAT PART DEEDED TO HARVEY AND ESTHER BIERMAN BY DEED RECORDED AS DOCUMENT NO. 2051426 DESCRIBED AS FOLLOWS: COMMENCING AT THE POINT OF INTERSECTION OF THE EAST LINE OF RIGHT OF WAY OF BARRINGTON ROAD, AS NOW DEDICATED, AND THE CENTERLINE OF OLD HIGGINS ROAD, AS NOW CONSTRUCTED SAID POINT OF BEGINNING LYING 1105.44 FEET NORTH FROM THE SOUTH LINE OF SAID NORTHWEST FRACTIONAL  $\frac{1}{4}$  SECTION, AS MEASURED ON SAID EAST LINE OF BARRINGTON ROAD, 33.54 FEET TO THE SOUTHWESTERLY CORNER OF A TRACT OF LAND CONVEYED TO HARVEY BIERMAN BY DEED RECORDED AS DOCUMENT NO. 13877535; THENCE SOUTHEASTERLY ON THE SOUTHERLY LINE OF SAID HARVEY BIERMAN TRACT, 203.51 FEET TO THE SOUTHEASTERLY CORNER THEREOF; THENCE NORTH ON THE EAST LINE OF THE SAID HARVEY BIERMAN TRACT, 231.76 FEET TO THE NORTHEASTERLY CORNER THEREOF; THENCE EAST ON AN EXTENSION OF THE NORTH LINE OF THE SAID HARVEY BIERMAN TRACT, 270.5 FEET; THENCE SOUTH AT RIGHT ANGLES TO THE LAST DESCRIBED LINE A DISTANCE OF 11.0 FEET TO THE NORTHWESTERLY BANK OF CREEK ON A LINE FORMING AN ANGLE OF 117 DEGREES AND 18 $\frac{1}{2}$  MINUTES FROM NORTH TO WEST AND SOUTHWESTERLY WITH THE LAST DESCRIBED LINE A DISTANCE OF 206.0 FEET; THENCE SOUTHWESTERLY ALONG THE SAID NORTHWESTERLY BANK OF CREEK ON A LINE FORMING AN ANGLE OF 133 DEGREES AND 52 MINUTES FROM NORTHEAST TO SOUTHEAST TO SOUTH AND SOUTHWESTERLY WITH THE LAST DESCRIBED LINE A DISTANCE OF 171.62 FEET TO A POINT ON THE AFORESAID CENTERLINE OF OLD HIGGINS ROAD, LYING 235.09 FEET SOUTHEASTERLY OF

THE POINT OF BEGINNING; THENCE NORTHWESTERLY ALONG SAID CENTERLINE 235.09 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

**BOUNDARIES BY STREET LOCATION**

The proposed Special Service Area is generally located within the area bounded by Higgins Rd. to the North and Barrington Rd. to the West, all located within the Village of Hoffman Estates, County of Cook, Illinois.

**APPLICABLE COMMON ADDRESSES AND PROPERTY INDEX NUMBERS**

Address	PIN
1825 N Barrington Rd.	07-07-100-026-0000
1795 Barrington Rd.	07-07-100-027-0000
2525 W. Higgins Rd.	07-07-100-028-0000
2475 W Higgins Rd.	07-07-100-029-0000
2451 W Higgins Rd.	07-07-100-031-0000
2501 W Higgins Rd.	07-07-100-032-0000
1803 N Barrington Rd	07-07-100-033-0000
1801 N Barrington Rd.	07-07-100-034-0000
2401 W. Higgins Rd.	07-07-100-036-0000
2401 W. Higgins Rd.	07-07-100-037-0000
2575 W. Higgins Rd.	07-07-100-040-0000



**EXHIBIT 2**

**Map**

**Proposed SSA - Barrington & Higgins**



**Legend**

-  Barrington & Higgins SSA Parcels
-  Barrington & Higgins Special Service Area

Village of Hoffman Estates  
November 2022

**EXHIBIT 3**

**NOTICE OF HEARING  
VILLAGE OF HOFFMAN ESTATES, COOK AND KANE COUNTIES  
SPECIAL SERVICE AREA NUMBER 2023-2  
(2575 Higgins Rd. & 1795 Barrington Rd)**

**NOTICE IS HEREBY GIVEN** that on the 23<sup>rd</sup> day of January at 6:55 p.m., or as soon thereafter as possible, in the Village Hall for the Village of Hoffman Estates, Cook and Kane Counties, Illinois, 1900 Hassell Road, Hoffman Estates, IL 60169, a hearing will be held by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, to consider the establishment of a special service area to be called "Special Service Area No. 2023-2" consisting of the real property legally described as attached hereto on Notice Exhibit A and incorporated herein (the "Area"). The Area is accurately depicted on the map attached hereto on Exhibit B and incorporated herein.

All interested persons, including all persons owning taxable real property located within the proposed Special Service Area No. 2023-2, may file written objections with the Village Clerk and will be given an opportunity to be heard at the hearing regarding the formation of and the boundaries of the proposed Special Service Area No. 2023-2, and the tax levy and an opportunity to file objections to the amount of the tax levy.

The general purpose of the formation of the Village of Hoffman Estates Special Service Area Number 2023-2 is to provide special municipal services to the area which may include the costs of maintenance, repair and reconstruction of the storm water detention system serving the real property and all amenities and common areas, including, but not limited to, monuments, signage, landscaping, walkways, and other common area elements within the proposed special service area.

At the hearing, the following method of payment of the special municipal services to be provided within the proposed special service area will be considered: The levy of an annual *ad valorem* tax based upon the whole equalized assessed value on each parcel of property in the proposed Special Service Area 2023-2 by the Village, sufficient to produce revenues to provide the Services. Initial tax will be imposed when the need arises to provide needed Services. The initial amount of taxes to be levied within the proposed Special Service Area No. 2023-2 shall be \$500,000.00. The maximum rate of taxes to be extended within the proposed Special Service Area No. 2023-2 any year thereafter shall not to exceed two percent (2%, being \$2.00 for every \$100.00) of the whole equalized assessed value of the property within the proposed Special Service Area No. 2023-2. Said taxes shall be imposed for an indefinite period of time after the date of the ordinance establishing the proposed Special Service Area 2023-2. Said taxes shall be in addition to all other taxes provided by law and shall be levied pursuant to the provisions of the Illinois Property Tax Code. Notwithstanding the foregoing, taxes shall not be levied hereunder and said Area shall be "dormant", and shall take effect only if the owners association or property owner(s) fails to maintain, repair or replace the stormwater improvements or other common area improvements including, but not limited to, monuments, signage, landscaping, walkways, and other common area elements within the proposed special service area.

At the hearing, all interested persons affected by the formation of such special service area, including all persons owning taxable real estate therein, may file written objections and be heard orally regarding the formation of and the boundaries of the special service area and the levy of taxes affecting the area. The hearing may be adjourned by the Village Board of Trustees without further notice other than a motion to be entered upon the minutes of its meeting fixing the time and place of its adjournment.

If a petition signed by at least 51% of the electors residing within the Village of Hoffman Estates Special Service Area Number 2023-2 and by at least 51% of the owners of record of the land included within the boundaries of the Village of Hoffman Estates Special Service Area Number 2023-2 is filed with the Village Clerk of the Village of Hoffman within 60 days following the final adjournment of the public hearing objecting to the creation of the special service area or the levy of taxes affecting the area, no such area may be created and no such taxes may be levied or imposed.

**Dated this \_\_\_\_ day of \_\_\_\_\_, 2022**

\_\_\_\_\_  
VILLAGE CLERK

**NOTICE EXHIBIT A**  
**Boundaries of Area**

**LEGAL DESCRIPTION:**

ALL THAT PART OF THE NORTHWEST FRACTIONAL  $\frac{1}{4}$  OF SECTION 7, TOWNSHIP 41 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, SOUTHERLY OF THE 240 FEET WIDE RIGHT OF WAY OF STATE ROUTE 72 AND LYING NORTHERLY OF THE CENTERLINE OF OLD HIGGINS ROAD, AS IT IS NOW CONSTRUCTED AND TRAVELLED, (ALSO EXCEPTING THERE FROM THE WEST 50 FEET OF SAID SECTION 7, BEING THE RIGHT OF WAY OF BARRINGTON ROAD, AS NOW DEDICATED) (ALSO EXCEPTING THEREFROM A TRACT OF LAND HERETOFORE CONVEYED TO HARVEY BIERMAN BY DEED RECORDED AS DOCUMENT NO. 13877535 AND DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF OLD HIGGINS ROAD AND THE EAST LINE OF BARRINGTON ROAD, 201.20 FEET; THENCE EASTERLY 201.20, THENCE SOUTH 231.76 FEET TO THE NORTH LINE OF OLD HIGGINS ROAD; THENCE NORTHWESTERLY ALONG THE NORTH LINE OF OLD HIGGINS ROAD, 203.51 FEET TO THE PLACE OF BEGINNING), AND ALSO EXCEPTING THAT PART CONDEMNED BY THE DEPARTMENT OF TRANSPORTATION IN CASE NO. 84L05279 AND ALSO EXCEPTING: BEGINNING AT A POINT 50.0 FEET EAST (AS MEASURED AT RIGHT ANGLES THERETOFROM THE WEST LINE OF SAID FRACTIONAL NORTHWEST  $\frac{1}{4}$ , SAID POINT LYING 404.24 FEET SOUTH FROM THE NORTH LINE OF SAID NORTHWEST FRACTION  $\frac{1}{4}$  AND BEING THE INTERSECTION OF THE EAST RIGHT OF WAY LINE OF BARRINGTON ROAD AND THE SOUTHWESTERLY RIGHT OF WAY LINE OF BARRINGTON ROAD AND THE SOUTHWESTERLY RIGHT OF WAY LINE OF HIGGINS ROAD (ROUTE 72); THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF HIGGINS ROAD, 94.36 FEET TO A POINT OF CURVATURE IN SAID LINE; THENCE CONTINUING ALONG SAID RIGHT OF WAY LINE OF A CURVE TO THE LEFT HAVING A RADIUS OF 9968.18 FEET, A DISTANCE OF 160.64 FEET; THENCE SOUTHWESTERLY, A DISTANCE OF 99.56 FEET TO A POINT ON A LINE DRAWN 150.00 FEET EAST OF AND AT RIGHT ANGLES TO THE EAST RIGHT OF WAY LINE OF BARRINGTON ROAD AT A POINT LYING 240.0 FEET SOUTH FROM THE POINT OF BEGINNING, THENCE WEST 150.0 FEET ON SAID LINE DRAWN AT RIGHT ANGLES TO SAID EAST RIGHT OF WAY LINE OF BARRINGTON ROAD TO SAID POINT BEING 240.0 FEET SOUTH FROM THE POINT OF BEGINNING; THENCE NORTH ON SAID EAST RIGHT OF WAY LINE OF BARRINGTON ROAD, A DISTANCE OF 240.0 FEET TO THE POINT OF BEGINNING, ALL IN SCHAUMBURG TOWNSHIP, IN COOK COUNTY, ILLINOIS.

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THE POINT OF BEGINNING; THENCE NORTHWESTERLY ALONG SAID CENTERLINE 235.09 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

**BOUNDARIES BY STREET LOCATION**

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**APPLICABLE COMMON ADDRESSES AND PROPERTY INDEX NUMBERS**



Address	PIN
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1801 N Barrington Rd.	07-07-100-034-0000
2401 W. Higgins Rd.	07-07-100-036-0000
2401 W. Higgins Rd.	07-07-100-037-0000
2575 W. Higgins Rd.	07-07-100-040-0000

**NOTICE EXHIBIT B**  
**Map**

Proposed SSA - Barrington & Higgins



**Legend**

-  Barrington & Higgins SSA Parcels
-  Barrington & Higgins Special Service Area

Village of Hoffman Estates  
November 2022

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of a Subrecipient Agreement with North West Housing Partnership (NWHP) to administer the Community Development Block Grant (CDBG) Single-Family Rehabilitation Program

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Michael Walker, Community Planner I

---

**REQUEST:** Request approval of a Subrecipient Agreement with North West Housing Partnership (NWHP) to administer the Community Development Block Grant (CDBG) Single-Family Rehabilitation Program.

**BACKGROUND:** At the August 1, 2022, Village Board meeting, the Board approved the 2022-2023 CDBG Annual Action Plan which proposed continuing the Village's Single-Family Home Rehabilitation (SFR) Program. NWHP is the sole non-profit agency in the area that provides housing rehabilitation services for low and moderate income residents, and has delivered this service on behalf of the Village for the past 16 years. To date, more than 45 rehabilitation projects have been completed through the Village's SFR Program.

Eligible SFR projects may address code violations, life safety issues, and weatherization. Components of the projects can include, but are not limited to, installation of new windows, siding, doors, electrical wiring, bathroom facilities, and roofs. The maximum amount that each participating household may borrow is \$25,000. Rehabilitation loans are repaid in full upon sale of the house and the funds are returned to the Village for use in future CDBG projects.

**DISCUSSION:** NWHP has submitted a proposal to administer the Village's home rehabilitation program. The proposed agreement allocates \$120,000 of the Village's Federal CDBG funds towards the SFR Program during the current program year (October 1, 2022-September 30, 2023), as approved in the Annual Action Plan. Of the \$120,000 annual allocation, \$102,000 would be earmarked for rehabilitations, and up to \$18,000 would be dedicated to activity delivery costs, which includes NWHP staff time and materials required to market and administer the program, including project management. Activity delivery costs are capped at 15% by US Housing and Urban Development (HUD) regulations, and the subrecipient must present documentation of eligible expenses in order to be reimbursed.

**DISCUSSION:** (Cont'd)

Village staff audits NWHP annually and reviews program policies to ensure compliance with HUD guidelines. Under the terms of the contract, NWHP would continue to provide all activity delivery services, including reviewing client eligibility and applications, obtaining and evaluating bids, awarding and preparing contracts, coordinating property inspections, conducting environmental reviews, arranging for lead-based paint testing, overseeing rehabilitation work, and complying with equal opportunity and prevailing wage laws, as necessary. These activities are regulated by federal laws and regulations. NWHP also processes these zero-interest loans for each applicant and serves as the lender for the projects.

Typical SFR projects usually cost between \$8,000-\$22,000, and NWHP is currently working to finish multiple properties. NWHP received a number of applicants for the program during the past year, but cited HUD income limits and the continuing pandemic as the primary reasons for the low number of completed projects. Both the Village and NWHP have increased marketing efforts over the past year and NWHP staff plans to host more program outreach efforts in order to meet the goal of completing at least three projects per year moving forward.

**SUMMARY:**

The proposed Subrecipient Agreement defines the parameters of the program and ensures compliance with all HUD and CDBG requirements. As the grantee, the Village is responsible for NWHP's compliance and must monitor their progress and records for the duration of the contract. The proposed agreement is specific to the requirements and monitoring procedures relative to the Village of Hoffman Estates.

**FINANCIAL IMPACT:**

This project is funded through the CDBG allocation and does not impact the Village's General Fund. The contract will be paid by CDBG funds that have been approved in the current CDBG Annual Action Plan.

**RECOMMENDATION:**

Request approval of a Subrecipient Agreement with North West Housing Partnership (NWHP) to administer the Community Development Block Grant (CDBG) Single-Family Rehabilitation Program.

**Attachment**

cc: Paula Bush (North West Housing Partnership)  
Michelle Hill (North West Housing Partnership)

# **SUBRECIPIENT AGREEMENT**

**Agreement Between Village of Hoffman Estates  
And  
North West Housing Partnership**

**CDBG Program Year 17  
October 1, 2022-September 30, 2023**



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<b>Section 4</b>	Loans to Value Ratio
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<b>Section 10</b>	Administrative Requirements
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## **SUBRECIPIENT AGREEMENT**

Agreement Between  
Village of Hoffman Estates  
And  
North West Housing Partnership

This Subrecipient Agreement ("Agreement") is effective the 1<sup>st</sup> day of October, 2022, by and between the Village of Hoffman Estates, a municipal corporation of the State of Illinois (hereinafter referred to as the "Village" or "Recipient" or "Grantee") and North West Housing Partnership (hereinafter referred to as the "Subrecipient"), an Illinois not-for-profit corporation.

### **Section 1. Scope of Service**

#### **A. Activities.**

The Village (as "Recipient") receives Community Development Block Grant funds annually from the Department of Housing and Urban Development (hereinafter referred to as "HUD"). The Subrecipient will be responsible for administering on the Village's behalf a Community Development Block Grant (hereinafter referred to as "CDBG") Single-Family Owner-Occupied Housing Rehabilitation (hereinafter referred to as "SFR") program for the 2022 CDBG program year (hereinafter referred to as the "Program Year" or "PY") in a manner satisfactory to the Village and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the CDBG program:

#### **Rehabilitation**

The Subrecipient will administer and cause to be rehabilitated single-family owner-occupied homes for eligible homeowners in the Village that meet CDBG program requirements and policies identified by the Village.

#### **Activity Delivery Costs**

Activity Delivery Costs will include: program advertisement and announcements; fielding inquiries and referrals; preparing forms and applications; processing applications; verifying income, employment, ownership, credit history, and all other underwriting requirements; determining type and amount of assistance; assisting homeowners in conducting eligible rehabilitation activities; preparing loan documentation and closing transactions; completing recordkeeping and bookkeeping in compliance with federal regulations; and providing program reports and invoices to the Village. Activity Delivery Costs are limited to those identified as eligible by HUD in Notice CPD 13-07.

#### **B. National Objectives.**

The Subrecipient certifies that the activity carried out under this Agreement will meet the Low/Moderate Income Objective. Only documented low/moderate income people/families will qualify for the CDBG single-family home rehabilitation program based on the Income Limit Summary for the Chicago-Naperville-Joliet, IL HUD Metro FMR Area generated by HUD.

C. Levels of Accomplishment - Goals and Performance Measures.

The levels of accomplishment hereunder or in the administration of the program will be based on number of applicants screened and number of homes rehabilitated. The Subrecipient agrees to use its best efforts to meet its goal to rehabilitate at least 3 homes during the Program Year.

D. Performance Monitoring.

The Village will monitor the performance of the Subrecipient against the goals and performance standard, as stated above. Substandard performance, as determined by the Village in its sole discretion, will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within sixty (60) days after being notified by the Village, procedures to suspend or terminate the Agreement may be initiated.

**Section 2. Time of Performance**

Services of the Subrecipient shall begin on the 1<sup>st</sup> day of October, 2022 and end on the 30<sup>th</sup> day of September, 2023. The term of this Agreement and the provision herein shall be extended to cover any additional time period during which the Subrecipient remains in control of the CDBG funds or other CDBG assets, including program income.

**Section 3. Budget and Loan Caps**

CDBG program funds budgeted for PY 2022 will total \$120,000. The table below illustrates how the funds will be allocated:

Line Item	Amount
Activity Delivery Costs	Not to exceed \$18,000
Rehabilitation	Not to exceed \$102,000
<b>TOTAL</b>	<b>\$ 120,000</b>

The maximum amount that may be loaned per home is specified at \$25,000. The loans that are granted are to be non-transferrable and this is to be noted in the mortgage agreement.

**Section 4. Loans to Home Value Ratio**

The loan amount combined with any homeowner mortgage balance amount cannot exceed the assessed value of the home as determined at the time the loan is made, with the exception of funds approved under the Emergency Loan Program Procedures.

It is expressly understood that it is the CDBG funds that have been provided to the Village by HUD that are being made available as a loan to Homeowner by Subrecipient as the Village's program administrator and the same shall be noted in the mortgage agreement.

**Section 5. Rehabilitation Projects**

Allowed rehabilitation projects will include basic structural repairs, roofing, doors, windows, siding, electrical, plumbing, heating, and weatherization. The nature of each identified issue will be determined by Village inspectors in conjunction with North West Housing Partnership and its contractors. CDBG loans will not be made for interior or exterior decorating.

The items will be prioritized by issue:

Code Violations:	first priority
Health and Safety Issues:	second priority
Weatherization Issues:	third priority
Miscellaneous:	final priority

Improvements are intended to provide general benefit to the residential occupants of the building through the alterations, additions to, enhancement of existing structures and abatement of hazards and contaminants. Eligible improvements include integral fixtures and equipment that are connected to the home and those which are incidental to the other home improvements. Eligible improvements include those which increase the efficient use of energy in structures through the means of installing storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment. In all applicable circumstances, the Subrecipient will first consider energy efficiency and shall install Energy Star-rated improvements whenever feasible. Improvements may also be made to improve the efficient use of water through water savings faucets and shower heads, and the repair of leaks, repairs to water distribution lines or local sewer collection lines may also be made. In all applicable instances, the Subrecipient will first consider water efficiency and install the most water efficient improvements feasible.

The Subrecipient and its contractors will select only quality, affordably priced materials for the rehabilitation projects and all materials being used shall first meet with Homeowner's approval. The use of substandard materials or high priced luxury items is expressly prohibited. To ensure that the program and its advocates are adhering to CDBG program guidelines, the Subrecipient shall furnish a Set-up Report (identifying household characteristics and income verification) for Village review and approval before a closing can take place. The Subrecipient shall supply the Village with a copy of the project specifications, bid tabulation, and signed agreement between the contractor and homeowner before construction work can take place.

### **Section 6. Payment**

It is expressly agreed and understood that the total amount of Program Year funds to be paid by the Village under this Agreement shall not exceed \$120,000. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified in Section 3 herein and in accordance with performance. Expenses for Activity Delivery Costs shall also be paid against the line item budgets specified in Section 3 and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 84.21.

### **Section 7. Required Documentation**

Payments to the Subrecipient and hired contractors for Activity Delivery Costs and Rehabilitation shall be contingent upon the submittal of required documentation, and the affidavit or attestation that the documentation submitted for reimbursement by Subrecipient and its contractors is true and correct. Documentation for Activity Delivery Costs shall show direct costs incurred as part of fulfilling the duties of this Agreement.

Documentation requesting compensation for salary and wages shall should contain an explanation of the work completed, number of hours spent on the work, and the total compensation for the employee performing the work. Documentation requesting compensation

for cost of materials or services acquired, consumed or expended shall contain receipts of purchases showing actual cost and a description of the purchase.

The Village reserves the right to review documentation and determine whether the work performed or material or services acquired are eligible for reimbursement under the terms of this Agreement in accordance with the rules and regulations of HUD under the CDBG program.

### **Section 8. Notices**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, personal delivery or electronic means; facsimile delivery is not permitted. Any notice delivered as aforesaid shall be effective on the date of delivery. All notice and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this Agreement shall be directed to the following representatives:

If to Village: Village of Hoffman Estates  
Attention: Director of Development Services  
1900 Hassell Road  
Hoffman Estates, IL 60169  
847-882-9100

With a copy to: Village of Hoffman Estates  
Attention: Village Clerk  
1900 Hassell Road  
Hoffman Estates, IL 60169  
847-781-2628

If to Subrecipient: North West Housing Partnership  
Attention: Robyn Sandys  
Executive Director  
1699 East Woodfield Road, Suite 404  
Schaumburg, IL 60173  
847-969-0561

### **Section 9. General Conditions**

#### **A. General Compliance.**

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 [the HUD regulations concerning CDBG] including subpart K of these regulations, except that (1) the Subrecipient does not assume the Recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the Recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this Agreement. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than to supplant funds otherwise available.

B. Independent Contractor.

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The Village shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

C. Hold Harmless.

The Subrecipient shall hold harmless, defend and indemnify the Village from any and all claims, actions, suits, charges, sanctions and judgments whatsoever that arise out of the Subrecipient's performance or non-performance of the services or subject matter called for in this Agreement.

D. Workers' Compensation.

The Subrecipient shall provide statutory Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding.

The Subrecipient shall carry sufficient insurance coverage to protect Agreement assets from losses due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Village.

The Subrecipient shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

F. Village Recognition.

The Subrecipient shall ensure recognition of the role of the Village in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments.

The Village or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Village's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Village or Subrecipient from its obligations under this Agreement.

The Village may, in its discretion, amend this Agreement to conform with Federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Village and Subrecipient.

H. Suspension or Termination.

In accordance with 24 CFR 85.43, the Village may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of the Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provision referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Village, of reports that are incorrect or incomplete in any material respect.

In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Village or the Subrecipient, in whole or in part, for any reason or no reason, by setting forth where applicable the reasons for such termination, the effective date, and, in case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Village determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Village may terminate the award in its entirety. Any funds then remaining in the possession or control of the Subrecipient shall be returned to the Village together with all records of then pending projects or loans outstanding.

**Section 10. Administrative Requirements**

A. Financial Management.

1. Accounting Standards.  
The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all the costs incurred.
2. Cost Principles.  
The Subrecipient shall administer its program in conformance with OMB Circulars A-122 "Cost Principles for Non-Profit Organizations." These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Recordkeeping.

1. Records to be Maintained and/or recorded.

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include, but not be limited to:

- a. Records providing a full description of each activity undertaken;

- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records are required by 24 CFR 570.502, and 24 CFR 84.21-28; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention.

The Subrecipient shall retain financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years, except where this Agreement is earlier terminated. The retention period begins on the date of the submission of the Village's Annual Performance and Evaluation Report (CAPER) to HUD in which the activities listed under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other action that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data.

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of the service provided. Such information shall be made available to the Village monitors or their designees for review upon request.

4. Disclosure.

The Subrecipient understands that client information collected under this Agreement is private and that the use or disclosure of such information, when not directly connected with the administration of the Village's or Subrecipient's responsibilities with respect to services provided under this Agreement, is prohibited by 5 ILCS 140/7 unless written consent is obtained from the person receiving the services and, in the case of a minor, that of a responsible guardian.

5. Close-Outs.

The Subrecipient's obligation to the Village shall not end until all close-out requirements are completed. Activities during this close-out period shall include,



but are not limited to: making final payments, disposing of program assets (including the return of all unused material, equipment, unspent cash advance, program income balances, and account receivable to the Village), and determining the custodianship of record. Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

To maintain program efficiency and ensure that CDBG regulations are being met, the Subrecipient should submit the following documents to the Village after each loan closing and before any project construction work takes place:

- Loan and Closing Disclosure
- Homeowner Loan Agreement
- Project specifications
- Copy of the recorded mortgage
- Bid tabulation form

The following should be submitted by the Subrecipient to the Village after project construction is complete:

- Copy of all checks to contractor and statement showing payment withdrawal
- Copy of the final waiver of lien
- Updated internal monthly housing report
- Signed copy of the Completion Certificate (verifies completed project meets Village & NWHP program standards)
- Invoice for Payment from the Village
- Any other documentation requested by the Village

#### 6. Audit and Inspections.

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Village, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports, must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits and OMB Circular A-133.

#### C. Reporting and Payment Procedures.

##### 1. Program Income.

In the event that a rehabilitated property is sold, the loan for the repairs is repaid to the Village. The Subrecipient as the administrator for the named lender on the title provides a payoff letter to the attorney or closing titlecompany. The Subrecipient prepares and records a release of mortgage and provides a copy of the release and a check repaying the loan directly to the Village. The Village shall reallocate Program Income at its discretion.

Upon receipt of Program Income, the Village will deposit the funds in the CDBG account. Village staff will keep record of the balance of program income. Program income shall be expended before conventional CDBG funds are drawn to complete a project.

2. **Indirect Costs.**  
If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Village for approval, in a form specified by the Village.
3. **Payment Procedures.**  
The Village will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Village policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Village in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Village reserves the right to liquidate funds available under this Agreement for costs incurred by the Village on behalf of the Subrecipient.
4. **Progress Reports.**  
The Subrecipient shall submit regular Progress Reports to the Village in the form, content, and frequency as required by the Village, typically on a monthly basis unless otherwise required by the Village.

**D. Procurement.**

1. **Compliance.**  
The Subrecipient shall comply with current Village policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Village upon termination of this Agreement.
2. **OMB Standards.**  
Unless specified otherwise within this Agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.
3. **Travel.**  
The Subrecipient shall obtain written approval from the Village for any travel outside the metropolitan area with funds provided under this Agreement.

**E. Use and Reversion of Assets.**

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Village any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Village an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Village. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five (5) year period.
3. In all cases in which equipment acquired, whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Village an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

**Section 11. Relocation, Real Property Acquisition and One-For-One Housing Replacement.**

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the HCDA; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606 (b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Village ordinances, resolutions, and policies concerning the displacement of people from their residences.

**Section 12. Personnel and Participant Conditions.**

**A. Civil Rights.**

**1. Compliance.**

The Subrecipient agrees to comply with the Human Rights Act of Hoffman Estates and with Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990,

the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107, and 12086.

2. Nondiscrimination.

The Subrecipient agrees to comply with the nondiscrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants.

This Agreement is subject to the requirement of Title 6 of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such a transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvement erected or to be erected thereon, providing that the Village and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504.

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Village shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action.

1. Approved Plan.

The Subrecipient agrees that it shall be committed to carry out pursuant to the Village's specifications an Affirmative Action Program in keeping with the principles as provided in the President's Executive Order 11246 of September 24, 1966. The Village shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women and Minority Owned Businesses (W/MBE).

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the terms "small business" means a business that meets

the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African Americans, Hispanic and/or Latino Americans, Asian Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and/or women business enterprises in lieu of an independent investigation.

The Village will include in each bid notice for federally-funded projects, a statement to the effect of, "The Village of Hoffman Estates strongly encourages minority firms and women's business enterprises to apply. If subcontracts are to be let, the primary contractor shall take these same affirmative steps to solicit bids from minority and women's firms."

3. Access to Records.

The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records, and accounts by the Village, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

4. Notifications.

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA0 Statement).

The Subrecipient will, in all employment solicitations or advertisements placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provision.

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

C. Employment Restrictions.

1. Prohibited Activity.

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, inherently religious activities; lobbying, political patronage, and nepotism activities.

2. Labor Standards.

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S. C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 19 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Village for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000 for construction, renovation or repair work financed in whole or in part with assistance provided under this Agreement, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5, and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. Section 3 Clause.

a. Compliance.

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be a condition of the Federal financial assistance provided under this Agreement and binding upon the Village, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Village, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban

Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction projects are given to low- and very low-income people residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income people within the service area of the project or the neighborhood in which the project is located, and to low- and very low- income participants in other HUD programs; and award contract for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction projects to business concerns that provide economic opportunities for low- and very low-income people residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

b. Notifications.

The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or workers' representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment training.

c. Subcontracts.

The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct.

1. Assignability.

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Village thereto.

2. Subcontracts.

a. Approval.

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of the Village prior to the execution of such subcontracts.

b. Monitoring.

The Subrecipient will monitor all subcontracted service on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance. The Subrecipient shall be responsible for addressing issues related to the subcontractor or the subcontractor's work.

c. Content.

The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process.

The Subrecipient shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Village along with documentation concerning the selection process.

3. Hatch Act.

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest.

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, or agents



engaged in the award and administration of contracts supported by Federal funds.

- b. No employee, officer, or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Village, the Subrecipient, or any designated public agency.

5. Lobbying.

The Subrecipient hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Subrecipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
- c. Subrecipient will require that the language of Paragraph (6) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

6. Lobbying Certification.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this

certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

7. Copyright.

If this Agreement results in any copyrightable material or inventions, the Village and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or material for governmental purposes.

8. Religious Activities.

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

**Section 13. Environmental Conditions**

A. Air and Water.

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- ◆ Clean Air Act, 42 U.S.C., 7401, et seq.;
- ◆ Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued there under;
- ◆ Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. Flood Disaster Protection.

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Lead-Based Paint.

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-

based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

#### **D. Historic Preservation.**

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list. The subrecipient will obtain permission from the State Historic Preservation office and keep its record in each property file.

#### **Section 14. Severability**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

#### **Section 15. Section Headings and Subheadings**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

#### **Section 16. Waiver**

The Village's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Village to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

#### **Section 17. Governing Law**

The laws of the State of Illinois shall govern the interpretation and enforcement of this Agreement.

#### **Section 18. No Third Party Beneficiaries**

No other party shall be or shall be deemed to be a third party beneficiary of this Agreement.

#### **Section 19. Joint and Collective Work Product**

This Agreement is and shall be deemed and construed to be a joint and collective work product of the Village and the Subrecipient, and, as such, this Agreement shall not be construed against one or the other party, as the otherwise purported drafter of same, by any court of competent

jurisdiction and in order to resolve any inconsistency, ambiguity, vagueness or conflict, if any, in the terms of provisions contained herein.

**Section 20. Signatures**

Each party represents and warrants that the person whose name appears on the signature page below has or has been delegated the lawful and corporate authority to enter into this Agreement on behalf of that party.

**Section 21. Entire Agreement**

This Agreement consists of twenty-one (21) pages and constitutes the entire agreement between the Village and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Village and the Subrecipient with respect to this Agreement.

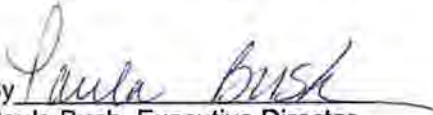
**Section 22. Certification**

This Agreement is effective the 1<sup>st</sup> of October, 2022.

**The Village of Hoffman Estates, a municipal corporation of the State of Illinois**

By \_\_\_\_\_  
William D. McLeod, Village President  
Village of Hoffman Estates

**North West Housing Partnership**

By   
Paula Bush, Executive Director  
North West Housing Partnership

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Approval of the 2022 Economic Development Strategic Plan for the Village of Hoffman Estates

**MEETING DATE:** November 14, 2022

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Kevin Kramer, Director of Economic Development

---

**REQUEST:** Approval of the 2022 Economic Development Strategic Plan for the Village of Hoffman Estates.

**BACKGROUND:** In 2005, the Village commissioned the NIU Center for Governmental Studies to conduct focus groups of various stakeholders soliciting feedback regarding the economic development strategy of the Village. Several changes to our processes, procedures, and methods were changed as a result of that study. Then again, in 2012, Village staff, in conjunction with the Economic Development Commission, reviewed the informal strategic plan for economic development and made informal recommendations.

Near the end of 2020, staff sent out a survey to all businesses in the Village to understand their challenges and opportunities amidst the pandemic. That survey brought to light areas where economic development efforts could be more focused. As a result, staff planned to formally update the Economic Development Strategic Plan of the Village in-house in 2021-2022.

**DISCUSSION:** Over the past 14 months, staff examined data, analyzed stakeholder interviews, and compiled public survey responses to draft the proposed strategic plan for economic development for the Village. The plan itself includes nine strategies, each with a goal, opportunities and challenges related to the strategy, improvement actions to achieve the goal, outcomes of the improvement actions, and key partners who may be involved in executing the strategy.

The nine strategies include:

1. Attraction and Recruitment
2. Business Retention and Expansion (BRE)
3. Foreign Direct Investment (FDI) Strategy and Targeted Industry Clusters
4. Housing
5. Marketing and Communications
6. Quality of Life and Placemaking
7. Small Business Development
8. Tourism
9. Workforce Development

**DISCUSSION:** (Cont'd)

The plan also includes appendices of the full existing conditions report (Appendix A), incentive guidelines (Appendix B), and a checklist of all action items organized by strategy (Appendix C).

The Economic Development Commission was an integral part of putting this plan together, and on November 7, the Commission held a special meeting to recommend approval of this final draft.

Staff will present a brief slide deck highlighting sections of the plan at the Committee meeting.

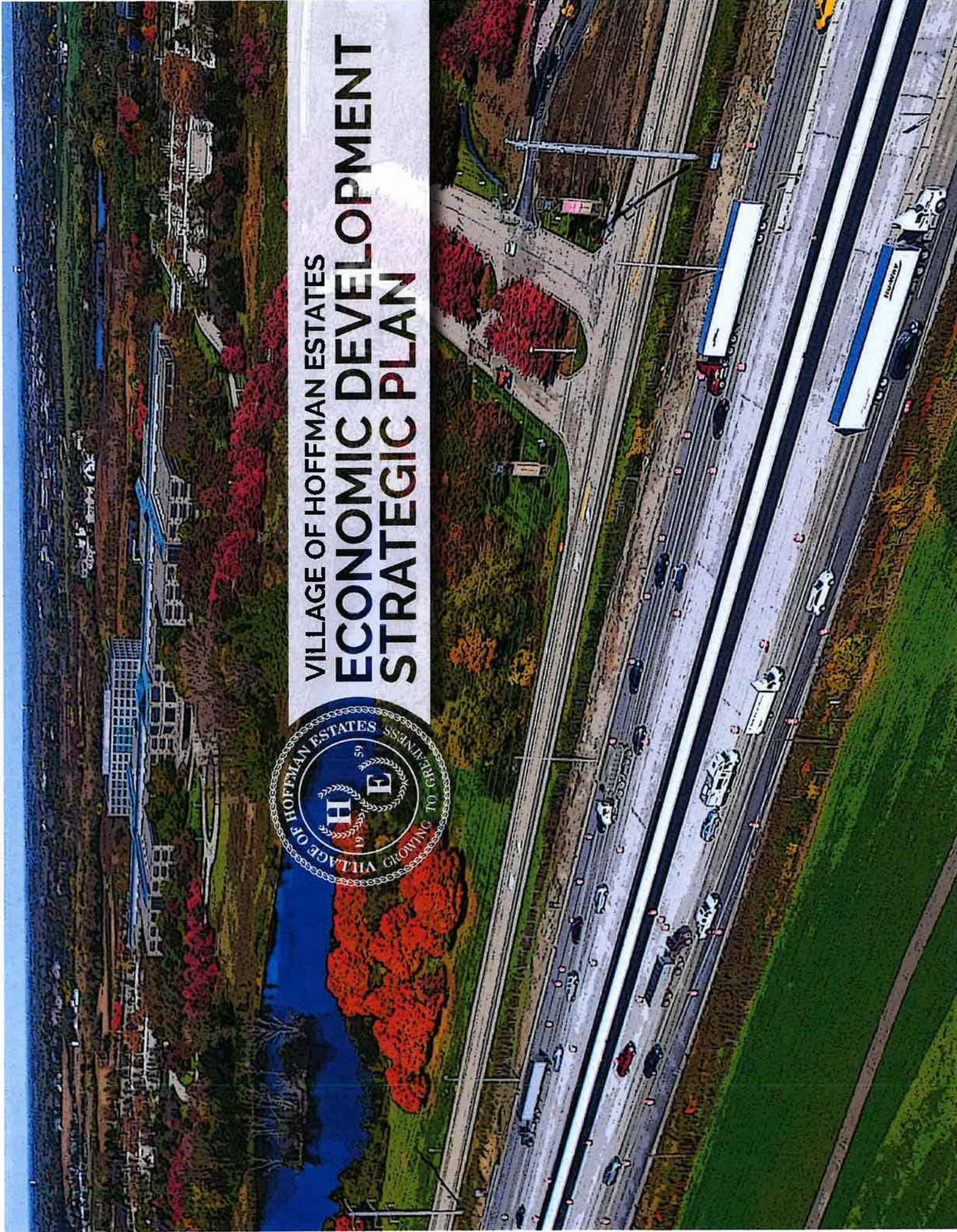
**RECOMMENDATION:**

Approval of the 2022 Economic Development Strategic Plan for the Village of Hoffman Estates.

Attachment



VILLAGE OF HOFFMAN ESTATES  
**ECONOMIC DEVELOPMENT  
STRATEGIC PLAN**





PALATINE ROAD

ILLINOIS  
62

ILLINOIS  
90

ILLINOIS  
72

BARRINGTON ROAD

BARTLETT ROAD

ILLINOIS  
59

ILLINOIS  
56

ILLINOIS  
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ILLINOIS  
90





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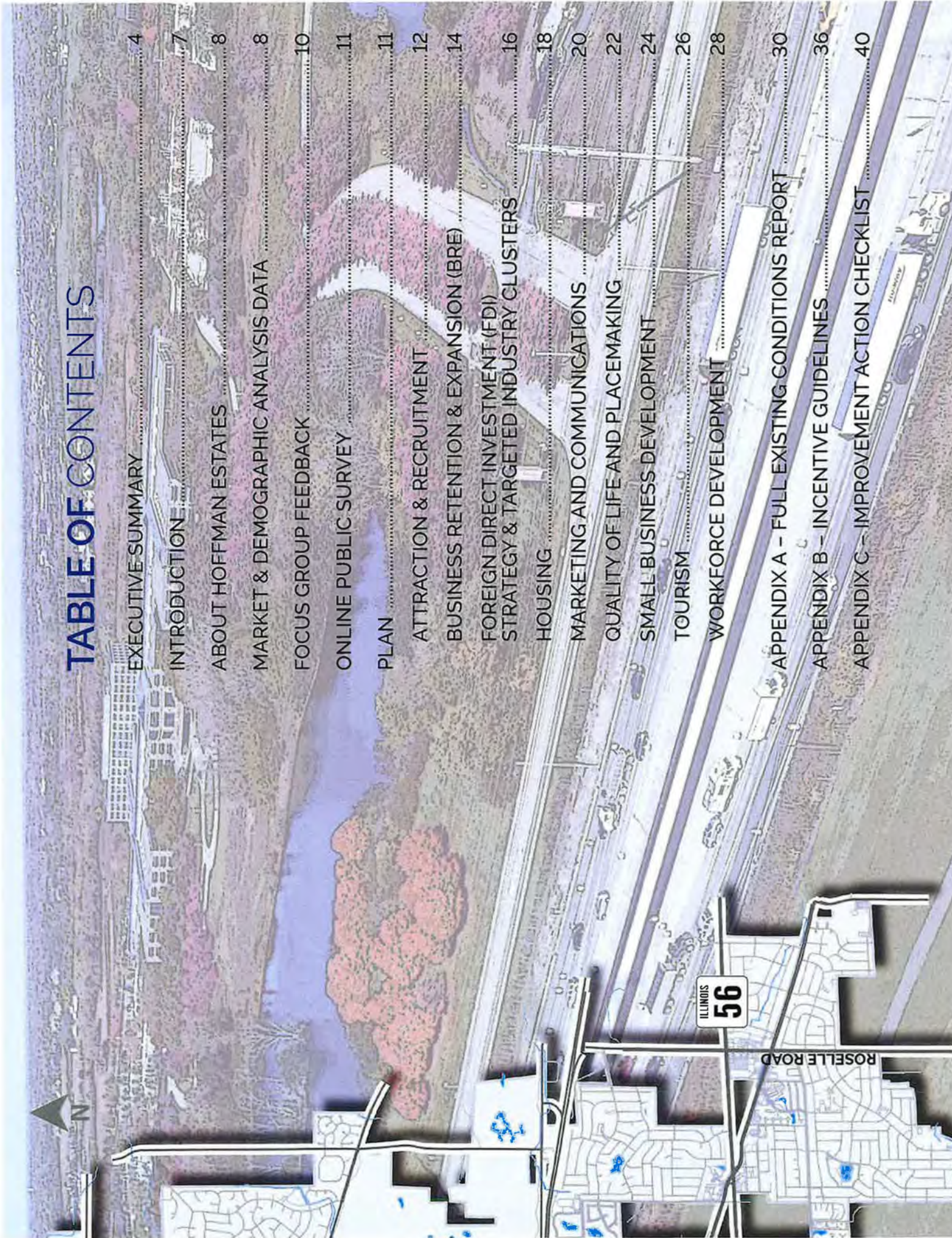
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ROSSELLE ROAD





# EXECUTIVE SUMMARY

The Village of Hoffman Estates has a diverse landscape of commercial land uses from corporate office to light industrial to retail and restaurants. While the economy remains strong coming out of a global pandemic, national and regional trends suggest a need for strategic planning about the future of economic development within the community. The Villages' economic development efforts help to shape the place, skills, and resources that influence business attraction, retention, expansion, and overall quality of life.

The economic development **mission** of the Village is to: *create an environment for the business community to succeed and prosper which in-turn improves the quality of life and the identity of the community while growing the Village's tax base to ensure long-term financial sustainability.*

## BACKGROUND DATA

In order to establish a clear path forward for the Hoffman Estates economy, it is important to evaluate current conditions. In the fall of 2021, the Village's Economic Development Division conducted a three-pronged effort to collect data to analyze the existing conditions of the local economy. Those three prongs included:



## THE PLAN

Using the background data, stakeholder input, and standard economic development practices, nine strategies are identified to guide Village efforts in the coming years. These initiatives address how the Economic Development Division and the Village can engage with businesses, developers, site selectors, brokers, residents, and visitors in a proactive and customer-centric manner. The goal of each strategy is to encourage forward-thinking approaches to development and to improve the overall business climate of the Village. Each section specifies the **GOAL, OPPORTUNITIES AND CHALLENGES** related to the strategy, **IMPROVEMENT ACTIONS, OUTCOMES** and **KEY PARTNERS** involved in executing the strategy. The strategies all have importance and efforts should be made to carry them out equally.



### 1. ATTRACTION & RECRUITMENT

*Goal:* Attract new investment to the community, which will grow and diversify the tax base to improve the economy and quality of life for all businesses and residents. Focus attraction efforts on businesses that provide living-wage jobs or align with the skills of the residents within a 30-minute drive of the Village.



### 5. MARKETING AND COMMUNICATIONS

*Goal:* Effectively market the Village to increase awareness of strengths and attract new growth while communicating pertinent information to the existing businesses and residents.



### 2. BUSINESS RETENTION & EXPANSION (BRE)

*Goal:* Build and maintain an effective BRE program that incorporates formal annual visits to larger employers and property tax generators as well as informal check-ins with owners, presidents and managers of all businesses. In order to provide an effective BRE program, it is required that communication is consistent, confidentiality is maintained, customer service is a priority, and business needs are addressed in a timely manner.



### 6. QUALITY OF LIFE AND PLACEMAKING

*Goal:* Enhance the health and well-being of people and businesses, as well as the natural and built environment by facilitating connections, providing spaces to prosper, nurturing community engagement, and fostering a greater sense of commonality.



### 3. FOREIGN DIRECT INVESTMENT (FDI) STRATEGY & TARGETED INDUSTRY CLUSTERS

*Goal:* Grow the economic tax base through new international investment and improve services to the existing industry clusters in order to attract more businesses within the same cluster.



### 7. SMALL BUSINESS DEVELOPMENT

*Goal:* Foster an environment for small business growth to enhance the diversity and competitiveness of the local economy. This can be done by improving communication to small businesses, increasing services and incentives for growth, assisting with marketing and promotions, and by targeting new sectors to broaden business diversity.



### 4. HOUSING

*Goal:* Increase the diversity and supply of attainable, desirable housing for all.



### 8. TOURISM

*Goal:* Promote regional tourism through the creation of specialty programs and strengthening relationships with the hospitality industry.

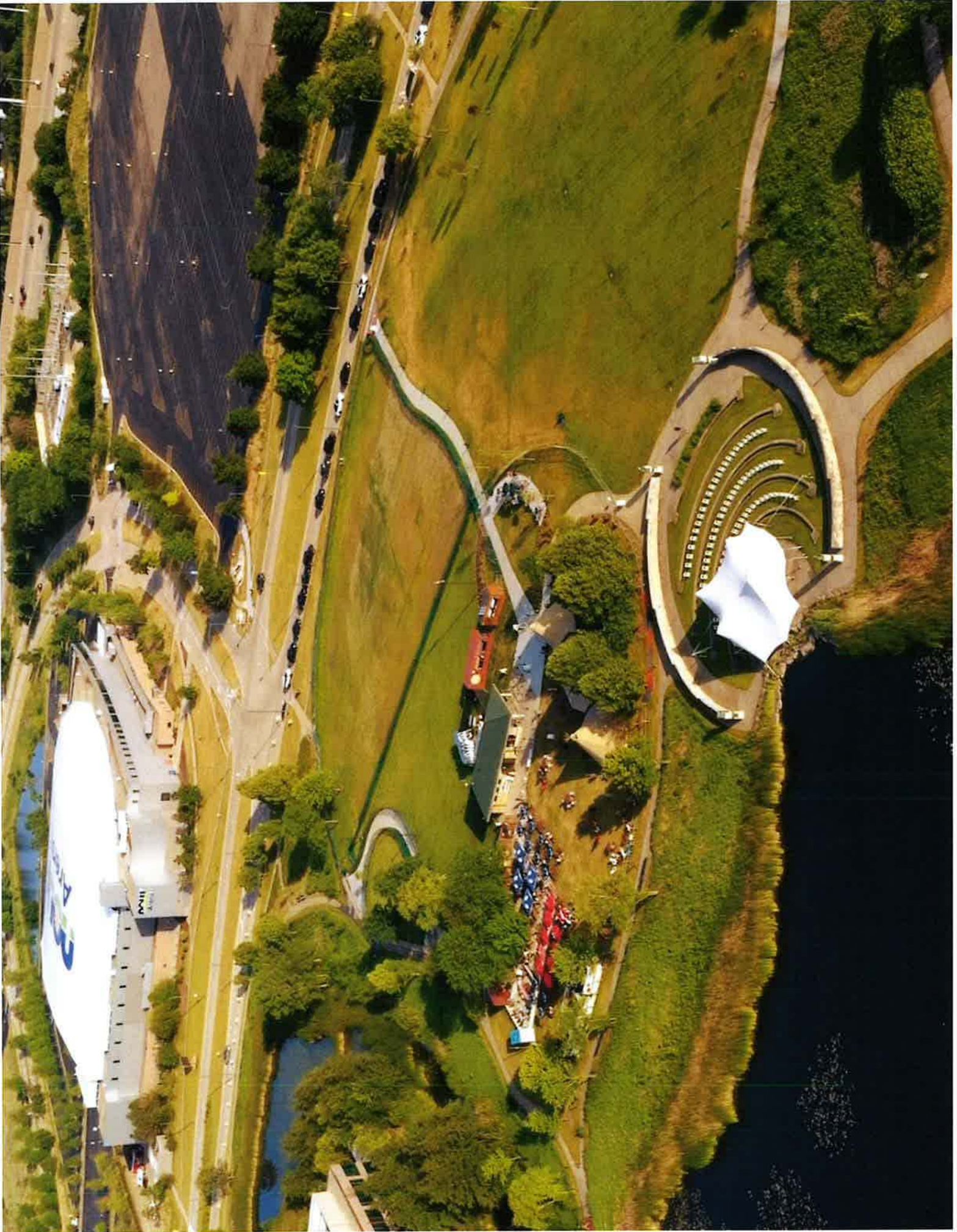


### 9. WORKFORCE DEVELOPMENT

*Goal:* Create economic prosperity for individuals and businesses by fostering a culture of workforce development, focusing on integrated programs and long-term goals with development of human capabilities at the center.

Several unifying objectives underpin each strategy so those objectives are interwoven into the improvement actions, including improving transportation into and around the village, encouraging sustainability, and utilizing innovative technologies.

With a continued attitude of growth and development towards improving the economy while coming out of a global pandemic, this plan aims to guide the Village's economic development efforts for the next 5-7 years. It is meant to be a living document that is updated annually over that time with minor changes to the improvement actions and strategies based on new trends and demographic insights.



# INTRODUCTION

The Village of Hoffman Estates has a diverse landscape of commercial land uses from corporate office to light industrial to retail and restaurants. While the economy remains strong coming out of a global pandemic, national and regional trends suggest a need for strategic planning about the future of economic development within the community. A core function of the Economic Development Division in Hoffman Estates is to support business growth that will result in increased jobs, revenue, and investment for the community. The Villages' economic development efforts help to shape the place, skills, and resources that influence business attraction, retention, expansion, and overall quality of life.

Strategic planning for economic development provides a living vehicle for elected officials, community leaders and staff to:

1. **THINK STRATEGICALLY;**
2. **MAKE SOUND DECISIONS IN AN EVER-CHANGING ECONOMIC LANDSCAPE;**
3. **FOCUS DEVELOPMENT EFFORTS AND;**
4. **DEVELOP CONSENSUS FOR COLLABORATIVELY SOLVING PROBLEMS.**

Consequently, remaining stagnant with an informal economic development strategy from 2005 that was applicable prior to the great recession and the COVID-19 pandemic, would stray behind the current innovation and collaboration occurring in the community. With a continued attitude of growth and development towards improving the economy while coming out of a global pandemic, this plan aims to guide the Village's economic development efforts for the next 5-7 years.

## **GOAL AND MISSION OF THE PLAN:**

A long term goal of the Village Board is to create a thriving and vital local economy with a strong blend of retail, clean-industrial, commercial, and residential properties. Additionally, the Board approved two key sub-area plans in July 2021; the Western Area plan and the I-90/Barrington Road Sub-Area plan. These thoughtful and focused plans were taken into consideration while drafting this strategic plan.

The economic development **MISSION** of the Village is to:

*create an environment for the business community to succeed and prosper which in-turn improves the quality of life and the identity of the community while growing the Village's tax base to ensure long-term financial sustainability.*

This plan is meant to be a living document that is updated annually over the next five years with minor changes to the improvement actions and strategies based on new trends and demographic insights. Bearing this in mind, the **GOAL** of the Village's Economic Development Strategic Plan is to

*establish a framework by which the Village can accomplish its economic development mission.*



## ABOUT HOFFMAN ESTATES

In order to establish a clear path forward for the Hoffman Estates economy, it is important to evaluate current conditions. In the fall of 2021, the Village's Economic Development Division conducted a three-pronged effort to collect data to analyze the existing conditions of the local economy, as seen below:

### MARKET & DEMOGRAPHIC ANALYSIS DATA

Comprehensive and objective information was compiled using the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, and the CoStar Group data. The demographic and market analysis (**Appendix A**) covers everything from the population, ethnicity and educational breakdowns to analyzing the housing market, consumer spending patterns, overall business statistics, and why peer communities were chosen for benchmarking.

#### DEMOGRAPHIC ANALYSIS

As of the 2020 census, the Village of Hoffman Estates has a population size of 52,530 with a median age of 38.6. While Hoffman Estates is similar in population size to peer benchmark communities such as Urbandale, IA and Dublin, OH, the ethnic breakdown is quite different. Although all three communities have a high percentage of those who are White, Hoffman Estates has much

higher percentages of Asian and Hispanic or Latino descent. Even more so, Hoffman Estates has a higher level of educational attainment compared to peer communities, with nearly 48% of residents holding a bachelor's degree or higher.

#### QUALITY OF LIFE AND PLACE

As of 2019, there are over 18,500 total housing units with a median value of \$283,000 in the Village, nearly 13,500 of which are owner-occupied, with the other 5,000 units being rental properties or vacancies. Of those occupied, the median household income in Hoffman Estates is almost \$92,000 compared to the median household income in Illinois of almost \$66,000. Households with children have access to some of the top school districts in the state as the Village is served by six different school districts, each with its own unique amenities.

In addition, the Village is home to 735 acres of park land, two community centers, three golf courses, a state-of-the-art fitness center, two ice arenas, a family aquatic center, and 72 parks; all of which are operated by the Hoffman Estates Park District. Another 4,000 acres of forest preserve, owned by the Cook County Forest Preserve District, is located within Hoffman Estates. These preserves offer more than 20 miles of bike and pedestrian paths. The Village is also home to the St. Alexius Medical Center campus. As part of the AMITA Health Hospital umbrella, St. Alexius Medical Center is a 318-bed state-of-the-art facility offering surgical services, a Level III NICU, a Level II ER, access to top doctors, and a 141-bed behavioral health facility. The wide variety of amenities and facilities in and around the Village provide extensive and diverse opportunities for events, recreation, and cultural activities.

## BUSINESS ANALYSIS

**Industries** – Hoffman Estates has a robust business community with over 1,400 companies ranging from machine tool manufacturers to office services, hotels to healthcare, and retail to restaurants. In fact, the service industry in Hoffman Estates, including health, legal and other services, makes up 47.2% of the business sector and 37.1% of the employee population within the area. Retail comprises nearly one-fifth (18.6%) of the business sector in the Village.

**Employment** – Hoffman Estates has three key business clusters, including machine tool manufacturers, food sciences, and a medical cluster near the hospital. Even though manufacturing represents many of the Village's top employers, it only completes 5.6% of the employee population with a total of 2,200 employees. This speaks to the high number of small businesses and concentration of entrepreneurs within the community. Still, nearly 18% of the businesses in Hoffman Estates employ just over 7,100 people, so there are many larger employers in town as well.

As many residents went on unemployment in April 2020 at the start of the pandemic, the unemployment rate spiked to 15%. When the economy began to recover, many employees did not return to work and businesses were faced with a labor shortage that continues as of the writing of this report. The unemployment rate has declined to 3.4% as of February 2022.

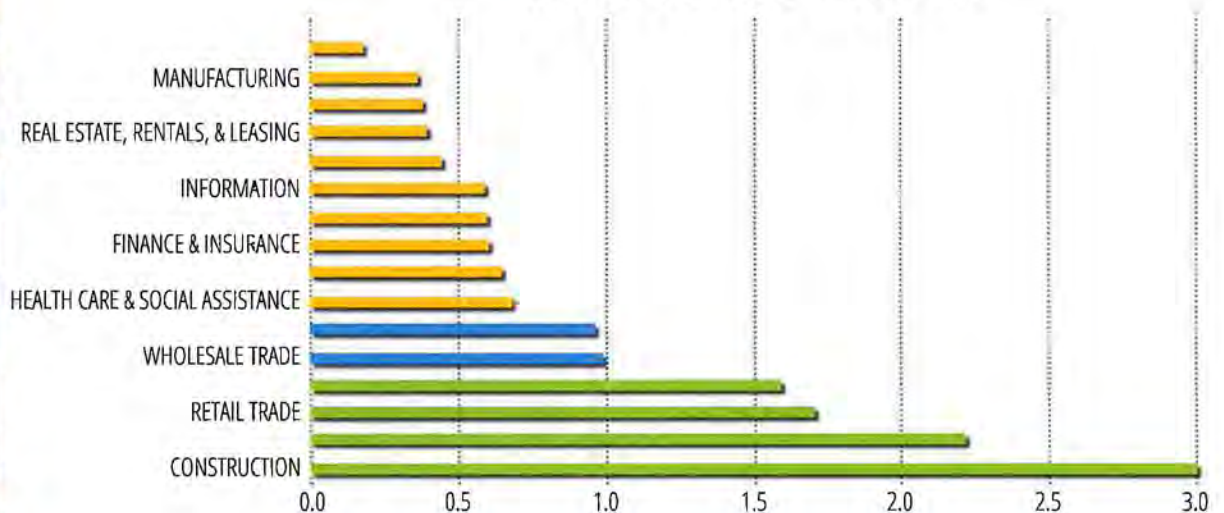
**Location** – When it comes to domestic and international travel, the Village has the advantage of being close to three airports. Hoffman Estates is 20 minutes from O'Hare International Airport, 45 minutes from Rockford International Airport, and 60 minutes from Midway Airport. Considering Hoffman Estates is home to many international companies, it is convenient to be so close in proximity to these significant international airports.

**Location Quotient** – Location quotient (LQ) is a statistical technique used to identify areas of competitive advantage within a community. LQ for a given industry is calculated as a ratio of employment in the community compared to the state and national levels. Furthermore, the measurement gauges relative business sector concentration, identifies underrepresented sectors, and indicates potential growth in specific sectors. An LQ greater than 1.000 suggests a local competitive advantage in that sector, whereas an LQ below 1.000 indicates a lower industry specialization as compared to the larger region. An LQ of approximately 1.000 implies the community is on par with the greater region for the specified business sector.

Hoffman Estates has a strong retail sector, as demonstrated by its above-average LQ of 2.249 compared to the State and 1.706 compared to the nation. Moreover, Hoffman Estates has a higher LQ for construction and mining compared to Illinois (4.326) due to the work from Leopardo Construction and Plote Construction, the



HOFFMAN ESTATES LQ VS. US



latter also operating a mining quarry. The high concentration of construction business is also due to the many smaller, mom-and-pop-type mechanical, electrical, construction, and handyman companies in town. Additionally, health care and social assistance LQs are slightly above 1.000 compared to the State, with a wealth of medical care businesses surrounding St. Alexius Medical Center. Lastly, the professional, scientific and tech services sector is often a clear indicator of community economic health as it includes many types of jobs, but specifically the growing tech category. Hoffman Estates has an LQ of 0.807 within this sector when compared to Illinois, but an LQ of only 0.598 when compared to the country.

### REAL ESTATE AND LABOR ANALYSIS

**Office** – As of the third quarter of 2021, the Village of Hoffman Estates has 7.4 million square feet of office inventory. Office vacancy rates are unusually high, likely due to the impacts of the COVID-19 pandemic increasing the number of those who now work remotely. Consequently, businesses have not renewed leases or expanded coming back from the pandemic. Vacancy rates throughout Chicagoland remain around 14.5% compared to a typical historic rate of around 12%. However, in the Schaumburg Area Office Market, the vacancy rate is up to 24.9%, and in Hoffman Estates alone, it is at 34.3%. The higher vacancy rates in Hoffman Estates are due in large part to the majority of the Bell Works Chicagoland project having more than 1.5 million square feet of space still available and the former Sears Campus, now owned by Transformco, having all 2.4 million square feet on the market.

**Retail** – The Village has 18 retail shopping centers and several more small retail strip buildings. As of the third quarter in 2021, there were 55 retail properties with some or complete vacancies out of 134 total properties with retail space. Those 134 properties total 2.6 million square feet of inventory with an 8.1% vacancy rate compared to the greater Chicago metro area, which has a vacancy rate of 6.2%. Several of the shopping centers are grocery-anchored by Mariano's, Jewel-Osco, and Valli Produce, while others are anchored by large retailers such as Target.

**Industrial** – Most of the 21 industrial properties, containing 1.5 million square feet, are older and do not have the higher ceiling clear heights most industrial and manufacturing users desire from a space today. Still, there is only a 0.9% vacancy rate in those industrial buildings. As of the third quarter of 2021, 250,000 square feet of new speculative industrial space was under construction, which represented the first new spec industrial construction in the Village since the late 1970s. Accelerated by the COVID-19 pandemic, industrial is the hottest real estate sector across the country, especially in the Chicagoland area. Of the 1.1 billion square feet of industrial in the Chicago metro area, only 5.1% is vacant, and another 18.7 million square feet is under construction.

## FOCUS GROUP FEEDBACK

With the help of a consultant, the Village gathered feedback from 27 key parties through focus group and one-on-one interviews to help inform an updated economic development strategy. Despite some key challenges, including the lack of a cohesive identity and town center, Hoffman Estates is seen as having many assets and opportunities - from location and infrastructure to its staff and elected officials - which the Village can continue to build upon to strengthen the community identity and economic success. Many commented on the idea of a live/work/play environment to attract and retain people and businesses in the Village. Using community feedback, a well-defined economic development strategy and vision can be created to help the Village leverage its many strengths and address its weaknesses.

### SUMMARY OF STAKEHOLDER INPUT AND RECOMMENDATIONS

STRENGTHS/STRONGEST ASSETS	CHALLENGES/AREAS FOR IMPROVEMENT*
Location	Review/approval processes can be lengthy
Interstate access	Lack of sufficient good hotel/dining options within the Village
Proximity to O'Hare airport	Lack of a cohesive vision/identity as a whole for the Village partly due to lack of a town center
Close to different labor markets	Challenges/limitation of Pace access and last mile commute (sidewalks, bus shelters)
Pro-development/pro-business	Some roads need maintenance and improvements
Economic development and planning staff	Power outages have been a concern for a few businesses
Village Board	
Availability of sites/space	
Diversity of businesses	
Natural/recreational resources	
Community-minded	
Affordable place to live	
Generally well-kept and attractive	

\* Many of the areas identified for improvement have seen progress for the better over the years since the initial economic development strategic plan in 2005. The comments are subjective feedback and were reviewed as such when creating the plan of action.



## ONLINE PUBLIC SURVEY

In October 2021, staff conducted an online public survey seeking input on the perception of the Village, ways the local economy should develop, and top economic development priorities with additional optional demographic questions. 165 respondents, mostly Hoffman Estates residents, gave a wide variety of answers where the following trends and themes emerged:

- More than 70% of respondents felt the Village was **"Very or Somewhat Business Friendly."**
- The top-ranked economic development priorities included: 1. Business Retention and Expansion; 2. Business Attraction; 3. Small Business Development; and 4. Workforce Development and Real Estate Development.
- The main goal for how the local economy develops was to focus on increasing Village revenues, with a majority believing that an improved quality of life also has importance.
- When asked to describe where the Village is located, 42% of respondents said the **"Northwest Suburbs of Chicago,"** 13% stated it was **"Near Schaumburg,"** and an additional 13% said it was **"Near O'Hare."**
- As it relates to the future of the Village, 21% of respondents were optimistic about new business development and attraction efforts, 11% were optimistic about the leadership, and 9% were optimistic about the Bell Works Chicagoland project. Conversely, 16% were concerned about crime, 10% about rising residential taxes, and another 10% were concerned over the amount of vacant retail and office space.
- When asked what differentiates Hoffman Estates from neighboring communities or makes Hoffman Estates unique, the terms **AFFORDABLE, SPREAD OUT, DIVERSE,** and **NOW ARENA** were the top answers.



- Finally, when asked if there were any businesses they would like to see in town the most popular answers were **"common grocery stores"** as opposed to high-end, "smaller businesses," and smaller owned restaurants".

These three data sources assisted in drafting the following plan and path forward for economic development efforts in the Village of Hoffman Estates.

## PLAN

Using the background data, stakeholder input, and standard economic development practices, nine strategies are identified to guide Village efforts in the coming years. These initiatives address how the Economic Development Division and the Village can engage with businesses, developers, site selectors, brokers, residents, and visitors in a proactive and customer-centric manner. The goal of each strategy is to encourage forward-thinking approaches to development and to improve the overall business climate of the Village. Each section specifies the **GOAL, OPPORTUNITIES AND CHALLENGES** related to the strategy, **IMPROVEMENT ACTIONS, OUTCOMES** and **KEY PARTNERS** involved in executing the strategy. The strategies all have importance and efforts should be made to carry them out equally:

1. **ATTRACTION & RECRUITMENT**
2. **BUSINESS RETENTION & EXPANSION (BRE)**
3. **FOREIGN DIRECT INVESTMENT (FDI) STRATEGY & TARGETED INDUSTRY CLUSTERS**
4. **HOUSING**
5. **MARKETING AND COMMUNICATIONS**
6. **QUALITY OF LIFE AND PLACEMAKING**
7. **SMALL BUSINESS DEVELOPMENT**
8. **TOURISM**
9. **WORKFORCE DEVELOPMENT**

Several unifying objectives underpin each strategy and rather than creating a separate strategy those objectives are interwoven into the improvement actions, they include improving transportation into and around the village, encouraging sustainability, and utilizing innovative technologies.

In addition to the twelve strategies, this plan includes **Appendix B**, which addresses incentive guidelines for the Village to participate in development to bring about a public good.

# 1. ATTRACTION AND RECRUITMENT



Attracting and recruiting new investments to the community should supplement both the Business Retention and Expansion (BRE) and marketing and communication strategies by diversifying the tax base and complementing the existing businesses and residents. The focus should be on relationship building, effective marketing, superior customer service, and the timely response to brokers and site selectors assisting in corporate location decisions.

**GOAL:** *Attract new investment to the community, which will grow and diversify the tax base to improve the economy and quality of life for all businesses and residents. Focus attraction efforts on businesses that provide living-wage jobs or align with the skills of the residents within a 30-minute drive of the Village.*

## EMERGING OPPORTUNITIES & CHALLENGES

### OPPORTUNITIES

- **In-Person Events** – Coming out of the COVID-19 pandemic, in-person events are happening again whereby relationships with brokers, site selectors, and company executives can be established and/or fostered to attract new investment.
- **Location** – As is often stated, location matters, and the public survey confirmed that many people associate Hoffman Estates with being near O’Hare Airport and in the northwest suburbs of Chicago along I-90. Additionally, a Pace bus rapid transit Park-n-Ride facility was built at I-90 and Barrington Road with improved accessibility to this station.
- **Affordability** – Hoffman Estates is relatively affordable with an average cost of living index and a diverse range of housing options for all employees in a company. While affordable, residents have access to great services and a high quality of life.

### CHALLENGES

- **Lack of Identity** – Both the focus groups and the public survey identified a lack of identity as Hoffman Estates is a fairly large community and very spread out. Finding ways to unify the businesses and residents as one Village is a challenge.
- **Perceptions** – There is a perception that Hoffman Estates is far away from the business activity of Chicago, taxes are constantly rising, crime is an issue, or that the development process takes longer time other communities. Perceptions are not always reality but are important to address.





## IMPROVEMENT ACTION

- 1a Market the nearly 900 acres of available vacant land by updating available property websites hosted by the Village, Costar, and the state of Illinois.
- 1b Develop and manage branding and marketing materials that appeal to targeted prospects.
- 1c Work as the liaison to companies and investors coming to town and assist in navigating the entitlement and approval process.
- 1d Target remote workers to build the resident and employment base.
- 1e Attend industry trade shows and events such as Innovating Commerce, Serving Communities (ICSC) shows, Association of Industrial Real Estate (AIRE) luncheons, and Site Selectors conferences to promote the Village and meet with potential investors.
- 1f Target specific companies which residents and other businesses have asked to bring to town and/or will generate desirable benefits, including new revenues for the community.
- 1g Develop a Foreign Direct Investment (FDI) strategy to attract international businesses.
- 1h Manage incentives to effectively attract businesses that align with the Village's strategic goals while being a responsible steward of the public tax dollars. Publicize the attached Incentive Guidelines to clearly state what would be considered for approval.

**TACTIC: For larger projects considering incentives, consider hiring outside consultation**

- 1i Utilize Public Private Partnerships to leverage private sector investments into more unique public places for the community.
- 1j Work with partner agencies to maintain and improve the transportation infrastructure as a key attractor for business investment. Analyze various sites for higher densities of automobile and truck traffic to ensure a proper placement of use and site.
- 1k Push to explore and use innovative technologies when attracting new businesses and investors to Hoffman Estates. Create a separate economic

development webpage with information readily available for site selectors and companies looking to invest in the Village. Update this page regularly with demographic data, promotional videos, virtual site tours, and news of activity in town.

**TACTIC: Add GIS StoryMaps on the website to explain large development projects, TIF districts, and potential development sites.**

- 1l Seek out a variety of land uses not prevalent in the Village to develop on greenfield or redevelopment sites so as to diversify the tax base and provide a more fiscally sustainable economy. Those uses could include but are not limited to speculative/flexible industrial buildings, data centers, multi-story warehouses, micro-distribution centers, modern multi-family, and mixed-use.

## OUTCOMES

- Raise and diversify the tax base to support the community.
- Increase the number of small and privately owned businesses, grocery stores, entertainment, dining and hospitality, professional and medical offices, and industrial spaces (technology, food and beverage, medical, life sciences).
- New, living-wage jobs aligned to the skills of the community.
- Create unique public places which give identity to the community.

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Village Board, Communications Manager
- Illinois Department of Commerce and Economic Opportunity
- Cook County
- Hoffman Estates Chamber of Commerce
- Commercial real estate brokers
- Trade Industry Organizations (ICSC, AIRE, RBA, Lambda Alpha)
- Site Selectors

## 2. BUSINESS RETENTION AND EXPANSION (BRE)



BRE is an essential action needed to retain businesses in the community and provide assistance for businesses to expand. An effective BRE program will identify hurdles and challenges for businesses and provide assistance to help a business increase competitiveness, add jobs, remain in the community, connect to new networks and survive economic difficulties in an ever-changing economy. Considering the current economic environment with high unemployment rates and labor shortages, BRE is a critical component of the Village Economic Development efforts.

**GOAL:** *Build and maintain an effective BRE program that incorporates formal annual visits to larger employers and property tax generators as well as informal check-ins with owners, presidents and managers of all businesses. In order to provide an effective BRE program, it is required that communication is consistent, confidentiality is maintained, customer service is a priority, and business needs are addressed in a timely manner.*

### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **Economic Development Commission (EDC), Elected Officials and Staff as a BRE Team** – One duty of the Economic Development Commission is to assist with BRE visits. This is an opportunity to bring specific commissioners onto the BRE team, train them and stress the importance of confidentiality during the process. Building the team could free Village staff resources for other important work.
- **Technology** – Despite the challenges brought about by the pandemic, the acceptance of using technology such as video conferences provides the Village with more efficient ways to help stay connected and conduct business visits when in-person visits may not be feasible.

#### CHALLENGES

- **Consistency** – The Village has had some form of a BRE program since the mid-2000s. However, keeping the program consistent has been difficult with limited staff time devoted to economic development efforts as the outreach, meetings, and follow-ups demand several hours per formal visit or call.
- **COVID-19** – The pandemic has created several challenges to on-site business visits and informal networking events. Creative ways were found to maintain the BRE program but not at a meaningful level.
- **Meeting with Decision Makers** – As many of the larger businesses in the Village are national or international companies, they do not all have the CEO, owner or key decision maker on site. As such, visits are often with the site manager or a mid-level management position who is still subject to higher authority when it comes to business location and investment decisions.

### IMPROVEMENT ACTION

- 2a Reestablish the formal BRE visit program by consistently meeting with larger and more prominent employers on a scheduled, triennial basis.
- 2b Periodically survey businesses to track common trends impacting their operations in order to better inform potential program and policy changes.
- 2c Promote multicultural business incubation for companies from other countries to access U.S. markets.
- 2d Implement strategies for businesses to retain and attract skilled workers.



- 2e Annually host networking opportunities/events for community business leaders to promote effective, informal communication.

**TACTIC: Schedule CEO Roundtables, Business Appreciation Happy Hours, and other such events**

- 2f Continue to participate in and support the Chamber and its events to connect with small and medium-sized businesses.
- 2g Identify stage two companies who have grown past the startup phase but have not yet grown to maturity that may be poised for growth and assist in bringing them to the next level.
- 2h Continually communicate to the business community through various mediums like social media, direct email, letters and live events, especially to share important Village news and events.
- 2i Improve the transportation connections throughout the community and to surrounding areas to assist efficient employee access to employment centers.
- 2j Promote the C-PACE program through Cook County to finance sustainable building improvements.

## OUTCOMES

- Create and retain jobs
- Identify red flags and at-risk companies
- Establish and build ongoing relationships with community businesses
- Benchmark industry data for future survey and/or marketing
- Increase investment from existing businesses

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Village Board, Economic Development Commission, Village Manager
- Illinois Department of Commerce and Economic Opportunity



- Cook County Bureau of Economic Development
- Hoffman Estates Chamber of Commerce
- ComEd
- Nicor
- School Districts
- Community Colleges (Harper & ECC)
- Greater Chicagoland Advanced Manufacturing Partnership (GCAMP)
- Next Level Northwest (NLNW)
- Chicago Cook Workforce Board
- C-PACE Lenders

# 3. FDI STRATEGY & TARGETED INDUSTRY CLUSTERS



Foreign Direct Investment (FDI) is the process of foreign capital flowing into a community. Creating and executing an FDI strategy will grow the economic base, broaden the local employment opportunities, and create a more resilient community. There are several ways to attract foreign investment/companies. The most common is to focus on companies already planning to enter the U.S. market or continue U.S. investment by locating another North American facility in the community. In conjunction, focusing on companies that are part of a cluster of firms with related business activities, customers, suppliers or competing businesses in the same sector is another way to attract foreign investment/companies.

**GOAL:** *Grow the economic tax base through new international investment and improve services to the existing industry clusters in order to attract more businesses within the same cluster.*

## EMERGING OPPORTUNITIES & CHALLENGES

### OPPORTUNITIES

- **State Trade Missions** – Intersect Illinois, the state’s business attraction arm, travels to several foreign countries each year on trade missions. The Village always has the opportunity to attend those if they align with similar targeted industries and foreign countries who have already invested in Hoffman Estates.
- **Midwest Consul Generals** – Nearly all of the Midwest offices of foreign consul generals are located in the Chicago area. This allows the Village to build relationships with the governments and business promotion advocates of other countries.
- **Existing Clusters** – According to the background data collected, the Village has business clusters of advanced tool manufacturing, food & life sciences, and health and legal services. There are great opportunities to build on these sectors.

### CHALLENGES

- **Labor Market** – There is a limited labor pool in the area so when adding competing businesses within a cluster, the existing businesses feel a tightening of the job market available to them.
- **Available Resources** – With limited available time and money, it is difficult to travel abroad on several trade missions. Therefore, thoughtfully partnering with other organizations to maximize those missions is critical.





## IMPROVEMENT ACTION

- 3a Create and implement a marketing plan to promote the existing clusters and attract clients and customers of the vertical supply chain for those clusters.
- 3b Work with transportation agencies to improve connections, via I-90, public transportation and hotel shuttles, to O'Hare International Airport as a key connector to other countries.
- 3c Meet bi-annually with the existing clusters as a group to improve services and connectivity.
- 3d Enter into sister city relationships with cities in Japan, German, Switzerland, Korea and/or the UK as a number of companies within Hoffman Estates are headquartered in those countries.

**TACTIC: Go on one or two trade missions to these countries.**

- 3e Meet with foreign consul generals annually to promote Hoffman Estates as a great place for businesses from their countries to invest.

## OUTCOMES

- Attract new jobs, businesses and revenues in targeted industries
- Increase communication and visibility with industry clusters
- Increase investment from foreign-owned companies

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Village Board, Communications Manager, Planning and Transportation Division
- Intersect Illinois
- Illinois Department of Commerce and Economic Opportunity
- GCAMP
- Illinois Manufacturing Excellence Center
- SelectUSA
- SelectChicago
- Hotel Owners and GMs



## 4. HOUSING



Hoffman Estates has its history as a bedroom community to Chicago dating back to the mid 1950's, post WWII. As the community builds out to be self-supporting with more jobs, recreation and industry the housing continued to develop with a majority of subdivisions focused on single-family detached homes. Some multi-family complexes or condo projects were built in the 70s and 80s but in large part the development from the 90s through the 2010s were traditional suburban subdivisions with varying price points. It's time to encourage new products with new amenities that appeal to a new generation of residents. This is because it's important not only for residents but for potential tourists as well as employers who rely upon a quality, diversified workforce living nearby.

**GOAL:** *Increase the diversity and supply of attainable, desirable housing for all.*

### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **Prime Infill Sites** – Owners of sites near I-90 and Barrington Road are open to converting outdated space to new multi-family or townhome products. This includes Bell Works, Barrington Square Town Center, and other sites along Hassell Road. These sites are all within close proximity to Pace Park-n-Ride bus rapid transit station to improve transportation connection in and around the community.
- **1,000 Acres of Greenfield** – The Village still has nearly 1,000 acres of vacant property to be developed. This is a great opportunity to diversify the housing stock.

#### CHALLENGES

- **Housing Availability** – The current residential housing market is very active. Home prices on average, as of the end of 2021, are selling over asking price and in less than 15 days on the market. Therefore, if someone is looking to move to the area it's very difficult to find any homes, much less the home they desire.
- **Multifamily Hole in the Donut** – Hoffman Estates has not had new multifamily housing built in over 30 years whereas neighboring communities have welcomed new units. As such, employees of companies cannot always find a place to live that meets their needs if they want to rent a modern housing unit. Additionally, the multifamily vacancy rate in Hoffman Estates is only 2.9% meaning there are few available units for someone looking to move into the community as a renter.





## IMPROVEMENT ACTION

- 4a Seek out new residential developments, especially rental multifamily and townhomes, which will help diversify the existing housing market to provide for a wider range of housing needs.

**TACTIC: Work with developers and the special needs community to develop a housing option for those adults looking to live on their own in their community.**

- 4b Work with Village Planning and Code Enforcement staff to ensure thoughtful development patterns continue and the community has safe and well-maintained buildings and properties.
- 4c Work with Planning and Transportation staff to ensure all residents have safe, adequate transportation access to major hubs, attractions and employers.
- 4d Continue to take inventory of and improve the services the Village provides to residents and businesses (police, fire, health and human services, public works, and engineering).

## OUTCOMES

- A wider housing availability (conditions, cost and choice)
- Newer multi-family product

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Planning Division, Code Division
- Residential and Commercial Developers



## 5. MARKETING AND COMMUNICATIONS



Effective forms of communication and marketing are primary aspects of developing a growing community. Communication allows for the private and public sectors to collaborate and bring about growth in the local economy. Superior marketing, when performed effectively, reaches the desired audience and achieves desired results.

**GOAL:** *Effectively market the Village to increase awareness of strengths and attract new growth while communicating pertinent information to the existing businesses and residents.*

### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **Vacancies** – Having vacancies gives Hoffman Estates opportunities to market that will catch consumers' attention to possibly establish business in the community.
- **Communications Manager** – The Village recently created a Communications Manager position to implement strategies for the branding, social media usage, and overall communications and marketing of Hoffman Estates.
- **TIF Districts** – The Village has several TIF districts with a positive fund balance to use for marketing of current projects and development-ready sites.

#### CHALLENGES

- **Lack of a vision/identity** – Rather than having an identifiable area, the community is divided geographically into three areas by a highway and many acres of open space. This fact, combined with a large number of overlapping taxing bodies, makes defining exactly where and what Hoffman Estates is as a community a challenge. When a community lacks an identity it often makes it difficult for effective marketing and branding to occur.
- **Audience** – The Village has several audiences but cannot target all with one campaign. There are also potential audiences that the Village does not yet know, such as which business types would best improve the Village's EAV. A successful marketing plan requires the identification and prioritization of target audiences.
- **Funding** – Effective marketing campaigns often come with a high price tag. While the Village has positive fund balances in its TIF district accounts, these funds are earmarked for specific use. The Village may identify marketing needs that fall outside of this funding.

- **Measuring Return on Investment (ROI)** – ROI is the traditional means of measuring the success of a marketing campaign in the private sector. Because the Village's "product" is Hoffman Estates as a location and community, there is not a tried and true way to measure how advertising dollars return to the Village. Determining which metrics to use for measuring success will be a challenge.

### IMPROVEMENT ACTION

- 5a Create and update an annual marketing plan by determining the audiences, messages, budget, and the most effective tactics to reach the desired audience(s).
- 5b Plan events connecting the Village Board, businesses, and the Hoffman Estates Economic Development Division with one another.
- 5c Refine the brand identity of Hoffman Estates Economic Development to showcase the Village.
- 5d Schedule regular social media and other content to stay relevant and "on the newsfeeds."

**TACTIC: Consider the use of targeted advertising on social media, where appropriate**

- 5e Publish and promote a quarterly economic development eNewsletter.
- 5f Collaborate with partners to reach desired audiences and communicate Village offerings and advantages.



5g Plan and budget funds to be prepared for unanticipated new technology opportunities that may arise during any given year. Do not hesitate to implement pilot or try programs with new technology as a cost-effective way to make advancements.

**TACTIC:** Utilize drones for site tours, 3D imaging photography, virtual meeting software, new social media tools, video production, and other new ideas to promote, connect, and collaborate with community patrons and future investors.

## OUTCOMES

- Increase awareness of programs, initiatives and development news.
- Increase number of informed businesses who engage with the local community through participation at events, sharing on their social media or positively promote the community.

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Communications Manager, Multimedia Production Manager
- Illinois Department of Commerce and Economic Opportunity (DCEO)
- Hoffman Estates Chamber of Commerce
- Daily Herald beat writer
- Trade associations (ICSC, AIRE, GCAMP, etc.)
- Trade publications (Bisnow, REJournals, France Media, Site Selectors Magazine, etc.)
- Outside Consultants
- Local businesses



## 6. QUALITY OF LIFE AND PLACEMAKING



Quality of life encompasses many intangible aspects of economic development but are needed to have a vibrant, inclusive, desirable community; these characteristics of a community make it distinctive from other places and attractive as an area to live, work and visit. Through the interviews, focus groups, and public survey process, Hoffman Estates was able to determine a key concern: a lack of a unifying place and hometown community. Proper placemaking includes enhancing the look, feel and function of the community on a day-to-day basis for the employees and residents. Additionally, aspects of a desirable community include a strong education system, a variety of modern housing options, a well-planned and maintained physical environment, reliable public services, transportation access, safe neighborhoods, a variety of arts and cultural opportunities, affordable personal tax conditions, top-level medical facilities and services, and a diversity of recreational facilities and opportunities. These characteristics are important not only for residents but for potential tourists as well as employers who rely upon a quality workforce located nearby.

***GOAL:** Enhance the health and well-being of people and businesses, as well as the natural and built environment by facilitating connections, providing spaces to prosper, nurturing community engagement, and fostering a greater sense of commonality.*

### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **Diversity** – With a higher than average ethnically diverse population as seen Exhibit B, the Village has many cultures and ethnicities present. To celebrate this, events can be created which recognize and celebrate all cultures and races.
- **Aging Commercial Developments** – As many properties are reaching an age when the original buildings may no longer be the highest and best use of the land, opportunities are created for redevelopment plans that can enhance the community with modern and more desirable land uses.
- **Culture/Arts/Entertainment** – In addition to having a diverse array of assets within the community, being located in the Northwest Suburbs along the I-90 corridor, just 45 minutes west of downtown Chicago, allows easy access to many entertainment venues, cultural locations, museums, a wide variety of arts and other amenities in the region. The Village should

continue to tout availability of local as well as regional assets as part of efforts to communicate to prospective businesses.

- **TIF Districts** – The Village has 5 TIFs which can be leveraged to fund key placemaking projects.
- **Recent Area Planning Efforts** – The recently approved Western Area and Barrington Road I-90 Sub Area Plans offer land use change and redevelopment scenarios that can be used as a guide to direct redevelopment and public investment in a way that promotes placemaking.

#### CHALLENGES

- **Taxes** – Personal taxes, ranging from income and property tax to sales or food and beverage tax, are perceived to be high and raise the cost of living. While very little can be done at the State or County level to change tax rates, efforts can be made to improve the quality of life so the cost of living is rewarded.

- **Financial Constraints** – Revenues dropped during the pandemic for both public and private sectors and inflation is on the rise. Due to this, some entities may be reluctant to spend money creating spaces which don't have a direct Return on Investment (ROI) or impact to the fiscal bottom line.
- **Economic Uncertainty** – Current and near-term supply chain issues, as well as uncertainty in several areas of the economy present challenges both for investment and construction of new projects.
- **Midwest Weather** – Chicago is consistently in the middle or near the bottom of the list for US cities with the most days of sunshine. Seasonal temperature and precipitation fluctuations can present a variety of uncomfortable weather periods. As the weather can effect one's mood, this has an impact on the quality of life. One way to differentiate from many sunnier climates is to celebrate all four seasons experienced in Hoffman Estates.



## IMPROVEMENT ACTION

- 6a Work with the NOW Arena staff on the existing events that celebrate cultures and offer a variety of entertainment options to maximize their outreach and attendance.
- 6b Connect with other governing entities to create inclusive community festivals that engage existing businesses and their employees.

### TACTIC: Create a Japanese Festival or Indian Festival

- 6c Work with Village Planning and Code Enforcement staff to ensure thoughtful development patterns continue and the community has safe and well-maintained buildings and properties.
- 6d Support operations and relationship of St. Alexius Medical Center as a health provider to the community and an attractor of more medical offices and jobs.
- 6e Continue to take inventory of and improve the services the Village provides to residents and businesses (police, fire, health and human services, public works, and engineering).
- 6f Promote and support the Park District and Forest Preserve amenities and activities.
- 6g Work to implement the economic development recommendations of the Sustainability Plan.

### TACTIC: Promote the Green Business Recognition Program and get 10 companies a year to apply.

- 6h Work with retail owners to create a walkable and inviting retail experience that includes public gathering spaces.
- 6 Seek public/private projects which mix uses to create great public spaces that impact quality of life.

### TACTIC: Redevelop the Poplar Creek branch between I-90 to Higgins Road into an open creek asset with amenities for neighboring properties.

- 6j Explore micro-grant opportunities to encourage individuals, private developers and community organizations to create placemaking projects.
- 6k Modernize older, functionally-obsolete buildings that can engage in recreational and cultural projects.
- 6l Work with developers of all land uses to foster construction of well-connected projects for residents, employees, visitors.

## OUTCOMES

- A better place to live, according to residents.
- Improve the cost of living
- Raise the quality of life for residents and employees.
- Decrease office, retail and industrial vacancies.
- Create an identity for Hoffman Estates or the various sections of town.

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Communications Manager, Tourism Director, Planning & Transportation Division, Code Division, Village Event Commissions
- Hoffman Estates Chamber of Commerce
- Hoffman Estates Park District
- All School Districts within Hoffman Estates
- Cook County Forest Preserve District
- NOW Arena Staff
- Amita St. Alexius Medical Center
- Private Developers



## 7. SMALL BUSINESS DEVELOPMENT



Small businesses comprise nearly half of the business economy within the United States and nearly all of the 1,400+ businesses in the Village are smaller and privately-owned, according to the Small Business Administration's definition. Their business category hires the most employees of the more than 39,000 daytime population within the Village and are almost always local, with owners investing in and growing the community. A recent public survey of residents shows the desire to focus on small business development in order to have a more diverse business culture. The survey also revealed a desire for more local jobs and a deeper sense of community, both of which can be developed with a robust small business environment.

**GOAL:** Foster an environment for small business growth to enhance the diversity and competitiveness of the local economy. This can be done by improving communication to small businesses, increasing services and incentives for growth, assisting with marketing and promotions, and by targeting new sectors to broaden business diversity.

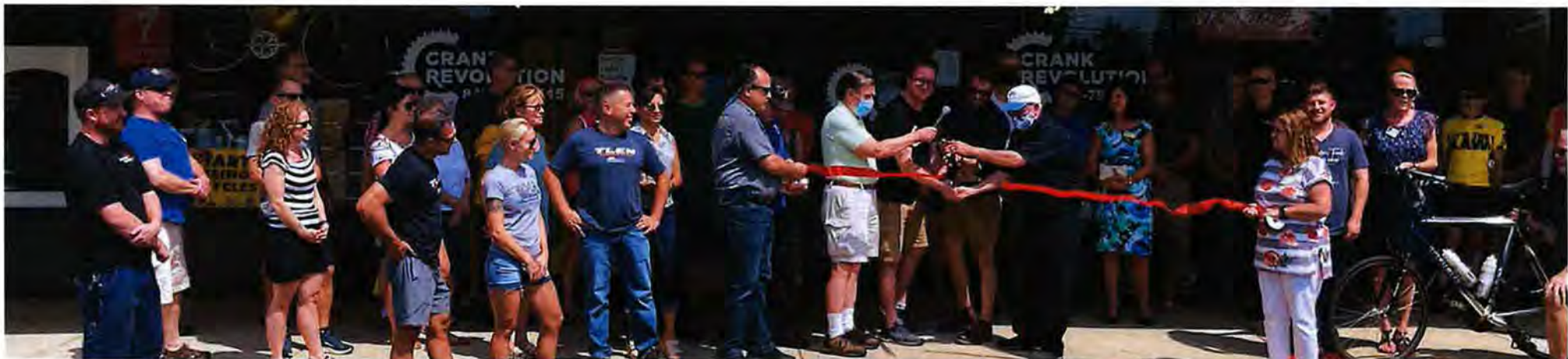
### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **Vacancies** – Although vacancies may be detrimental to communities, it also opens opportunities for newer businesses to take the space. Hoffman Estates has many vacancies in both retail, office, and on occasion, restaurants. This is a great opportunity as it is a lower barrier of entry to a new small business entrepreneur.
- **Diverse Population** – While attempting to attract a diverse business sector, the diversity of population assists to serve them as customers, employees, and entrepreneurs with new ideas.
- **Existing Accelerator** – Hoffman Estates is part of the Next Level Northwest business accelerator which is designed to assist stage 2 companies with free, one-on-one coaching to create growth plans.

#### CHALLENGES

- **Working on the Business, Not Just in the Business** – Small business owners often have trouble with overall operations. Thus creating a challenge to find owners who are willing to put the time and effort in to improve the overall operations (policies, procedures, administration, payroll, HR, etc.) of businesses.
- **Governmental Relationships** – Small business owners who are of different cultures where there is a lack of government assistance, are often hesitant to believe in the government's ability to promote business growth. Overcoming this barrier will result in new opportunities for smaller privately-owned corporations.
- **Labor Shortage** – The labor shortage has made it difficult for smaller businesses to attract and retain workers considering they are not able to provide as many benefits, flexibility, and higher compensation compared to larger corporations.





## IMPROVEMENT ACTION

- 7a Continue to support Next Level Northwest as an option for small business growth. Encourage companies to apply.
- 7b Utilize TIFs and other tools to create strategic incentives that will encourage private sector investment into new small businesses.

**TACTIC: Within TIF Districts, create matching façade and business improvement grants or revolving loan funds.**

- 7c Investigate use of CDBG funds for economic development purposes.
- 7d Encourage and work with shopping center owners to create temporary pop-up spaces in vacancies for new entrepreneurs.
- 7e Create a pro-entrepreneur market by exploring the establishment of a business incubator, especially reaching out to those recently retired who may be looking to start a second career.
- 7f Meet with external team members to build relationships and understand their resources for the small business community.
- 7g Promote and distribute small business resources in formats that effectively reach their target audiences. Serve as a local clearinghouse to bring together varied resources and provide direct access for to Village businesses.



## OUTCOMES

- Net positive small business creation
- Individual small business growth and expansion
- Increase diversity of small business industries
- Heighten the level of partnerships and resources for small businesses

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Village Clerk, Village Manager, Communications Manager
- Hoffman Estates Chamber of Commerce
- Next Level Northwest
- Small Business Development Centers
- Small Business Administration – Local Representatives
- Local Banks & Financial Institutions
- Commercial Brokers



## 8. TOURISM



While tourism is not always a traditional part of economic development, it remains an important part of the Hoffman Estates' economy with the Village being one of the only municipalities in Illinois with a dedicated Tourism Office that's not part of a Convention and Visitors Bureau (CVB). In 2019 (pre-pandemic), Illinois was in its 8th year of record tourism rates. When travel stopped due to COVID, hotels, restaurants and attractions were forced to pivot to find new sources of revenue. As of Q1 2022, while the leisure traveler has come back to a large degree, the corporate traveler has not.

During 2008, the Village created a Tourism Office to maximize revenue opportunities from demand generators. The NOW Arena has grown to become the largest producer of hotel stays, generating occupancy to the area hotels. The importance of tourism is demonstrated by the considerable tax revenues generated from the 9 Hotels with 1,300 rooms, 80+ restaurants, multiple banquet facilities, entertainment venues, and more in Hoffman Estates.

***GOAL:** Promote regional tourism through the creation of specialty programs and strengthening relationships with the hospitality industry.*

### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **NOW Arena** – The Village owns the NOW Arena, an 11,000 seat venue, which can host anything from sporting competitions to concerts and family shows, as well as a variety of custom gatherings/events. This is the biggest demand driver of room nights within Village hotels. The Arena has also developed an outdoor amenity, The Hideaway Brew Garden that offers a unique venue featuring locations suitable for weddings and corporate gatherings as well as hosting weekend events featuring live entertainment.
- **Travel Options** – Three international airports are within 60 minutes from Hoffman Estates and the Village is bisected by I-90 and several regional State/County roads. The recently added Pace express bus Kiss-n-Ride brings guests quickly and affordably to/from O'Hare Airport and downtown Chicago. Travel options such as these make the area ideal for Midwest regional conferences, tournaments, and events that will bring in many new visitors.

- **Youth Sports** – Youth sports has been a growing tourist sector for a decade. The NOW Arena has become a welcome location for youth, collegiate and Olympic level sports competitions. The Tourism Office, acting as a complimentary housing authority, gives Hoffman Estates an advantage by providing a one call effort to book and plan these types of events. Given the access and central location within the country, event planners appreciate the hospitality and affordability we can provide.

#### CHALLENGES

- **Corporate Travelers** – In 2022, COVID restrictions continue to impact local and international business travel such that the corporate traveler has relied on digital visits rather than in-person site visits. Therefore, solely relying on this traveler mid-week may no longer work for hotels and restaurants. Continued promotion of the local hotel amenities and “duty of care” of their guests will be critical to their bounce back from the recession.

- **Competitive Market** – While Hoffman Estates has 1,300 rooms, the market has 30,000 rooms between the Schaumburg, Elgin, Rockford and O'Hare markets. Because of this, hotels need to be dynamic and aggressive with sales efforts as the corporate and leisure events alike have many options within a 60 minute drive.
- **Hotel Turnover** – The hotel industry was hit the hardest during COVID-19 and has been the slowest to recover. As a result of many factors, turnover in the ownership and management of individual hotels is higher than usual. Professional hotel staff was furloughed during the pandemic. Hotels continue to struggle with lower occupancy resulting in lower revenues available to rehire key positions.

### IMPROVEMENT ACTION

- 8a Continue to bring new event opportunities that will yield occupancy to the NOW Arena and area attractions such as Bell Works. Then assist





as a complimentary housing authority for these events and work with local hoteliers to ensure they capture those room nights.

- 8b Maintain relationships with regional and adjacent CVBs (MEET Chicago NW and Elgin/Fox Valley CVB) to keep NOW Arena top of mind as an active option. Collaborate on drawing regional event opportunities.
- 8c Monthly visits to all hotel GM and Sales Leaders to educate them on Hoffman Estates market changes and ensure they are capturing as many leads from local events.
- 8d Maintain the VisitHoffman.com tourism website.

**TACTIC: This is a static site now but it could be energized with a professional redesign then promoted on google and social media.**



- 8e Support local events and encourage festivals which span multiple days, possibly focused on youth sports, food, local small businesses or manufacturers, and the Bell Works Chicagoland campus.
- 8f Work closely with HE Park District to identify Tournament opportunities and create sponsorship opportunities to help offset tournament costs by negotiating hotel rebates when the event controls lodging.
- 8g Work closely with area park districts and banquet facilities to draw social group room blocks such as wedding and cultural events.

## OUTCOMES

- Increase hotel, food & beverage, entertainment, and other tax revenue
- Increase average hotel occupancy rate
- Improve online reviews and tourist feedback

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Tourism Division, Communications Manager
- NOW Arena Staff
- Hotel owners and GMs
- Hoffman Estates Park District
- Bell Works Chicagoland
- Nearby regional CVBs



## 9. WORKFORCE DEVELOPMENT



Workforce development is a people-first approach to upskilling workers for long-term success. A decade ago the term “Workforce Development” was a whisper primarily in the manufacturing sector as their employees were retiring and there was no pipeline of young workers ready and skilled to take their place. Five years ago the term was a battle cry in that industry. Now, since the start of the pandemic, with unemployment rates in the United States fluctuating, the term is relevant to every sector as a labor shortage threatens the growth and vitality of many businesses. Some of the shortage is due to COVID-19, but also to employees desiring a career change or retiring early as a greater emphasis is being placed on personal quality of life factors versus being dedicated to a career. Communities and businesses have struggled more than ever to find ways to hire and retain qualified laborers. Support and facilitation to promote workforce training and access, especially for the manufacturing sector was seen as critical by many stakeholders interviewed. Alongside businesses, the Village can assist the community with the proper tools to grow and foster an environment of gainful employment, meaningful educational opportunities, and quality of life and place.

**GOAL:** *Create economic prosperity for individuals and businesses by fostering a culture of workforce development, focusing on integrated programs and long-term goals with development of human capabilities at the center.*

### EMERGING OPPORTUNITIES & CHALLENGES

#### OPPORTUNITIES

- **Adaptable Education System** – The primary and secondary education districts have shown adaptability to work with private sector businesses to create curriculum around cultivating capabilities needed for gainful employment. Harper College has also created programs and apprenticeships in response to the private sector employment gap. This system, with the higher levels of education by residents, opens the opportunity to upskill the current labor market.
- **Robust Support System** – The Chicago area has a strong workforce training support system for businesses and potential employees. From GCAMP to the local workforce board and the education system to availability of grant funding a structure is in place to facilitate and improve workforce development efforts.

#### CHALLENGES

- **Early Retirement** – The pandemic caused two groups of people to contribute to a workforce shortage: meaningful career seekers and early retirees. Many who were close to retirement decided they could leave the workforce early and retired. Others, who were working jobs where they did not feel fulfilled, quit those jobs in search of something more meaningful or a career that fit their new, pandemic lifestyle. As such, many employers were left with holes in their labor force without a solution to close the gap.
- **Declining Population** – While the population in Hoffman Estates slightly increased following the 2020 census, it's difficult to improve the workforce development issue when the area has more out-migration, which has



occurred in the Chicago metro area over the past three years. During COVID-19 employees began to switch their careers due to either pay or wanting something different. Either way those who are looking for jobs are demanding to be paid a certain wage that some businesses cannot afford compared to their competitors.

## IMPROVEMENT ACTION

- 9a Engage with external partners to strengthen and promote workforce programs.
- 9b Connect businesses with workforce hiring and training resources and partner organizations.

**Consider hosting a jobs board powered by a third party, like Getro, for all jobs within the Village or partner with surrounding communities to promote jobs in the northwest suburbs.**

- 9c Support educational system initiatives, especially at the community college level, that connect student and business needs.
- 9d Explore possibility of using CDBG funds for economic development/ workforce programs.
- 9e Leverage industry expertise by working with established industry experts in the community.
- 9f Enter into intergovernmental agreements with neighboring communities to support workforce development efforts that may be sector specific.
- 9g Support programs which encourage training and learning in the flow of employment.
- 9h Encourage alternative modes of transportation amongst business owners and work with Planning and Transportation staff to ensure safe routes are in place equitably across the community to improve access for the workforce.

## OUTCOMES

- Lower Employment Rate
- Lower Underemployment Rate

- Improve labor environment as measured by BRE visits
- Improve partnerships with partner agencies
- Increase awareness by residents of opportunities to work in the community

## KEY TEAM & EXTERNAL PARTNERS

- Village Team Members: Village Board, Planning & Transportation Division
- Chicago-Cook Workforce Board
- GCAMP
- Harper and Elgin Community Colleges
- High School Districts within Hoffman Estates
- Illinois DCEO



# EXHIBIT A

## FULL EXISTING CONDITIONS REPORT

### DEMOGRAPHIC AND MARKET ANALYSIS

In order to successfully plan for the future, it is important to have a thorough understanding of the current economic conditions in Hoffman Estates, as well as a general knowledge of the past path of the community. The following demographic and market analysis covers everything from population, ethnicity and educational breakdowns to a look at the housing market, consumer spending patterns in town and overall business statistics. Additionally, importance is placed upon knowing where Hoffman Estates compares to other similar communities so as to set goals for further economic and community growth. Two communities, Urbandale, IA and Dublin, OH, were chosen based on their similar population size, proximity to an urban core, their location within the Midwest having similar climates and a similar business environment.

The Village of Hoffman Estates has a population size of 52,530 with a median age of 38.6<sup>1</sup> with 51.22% being female and 48.78% being males.<sup>2</sup> Compared to Urbandale, Iowa and Dublin, Ohio who have populations of 43,441 and 49,037 a median ages of 38.3 and 40.1 and a median age of respectively.<sup>3</sup>

HOFFMAN ESTATES <sup>4</sup>	
Ethnicity	Percentage
White	56.49%
Asian	24.21%
Hispanic or Latino	18.64%
Black or African American	4.71%
Other Race	10.73%
American Indian	0.53%

URBANDALE <sup>5</sup>	
Ethnicity	Percentage
White	88.76%
Asian	4.49%
Hispanic or Latino	3.70%
Black or African American	4.00%
Other Race	0.73%
American Indian	0.15%
Native Hawaiian or Pacific Islander	0.19%



While Hoffman Estates is similar in population size, the ethnic breakdown is quite different. All three communities have a high percentage of those who are white, however Hoffman Estates has much higher percentages of residents who are of Asian and Hispanic and Latino descent.<sup>6</sup>

HOFFMAN ESTATES <sup>7</sup>	
Educational Attainment (25+)	Percentage
Less than 9th Grade	4.42%
9th-12 Grade With No Diploma	3.80%
High School Graduate	18.44%
Some College or Associate Degree	25.53%
Bachelor's Degree	30.78%
Master's Degree or Higher	17.02%

URBANDALE <sup>8</sup>	
Ethnicity	Percentage
Less than 9th Grade	2.13%
9th-12 Grade With No Diploma	2.32%
High School Graduate	16.81%
Some College or Associates Degree	29.82%
Bachelor's Degree	34.19%
Master's Degree or Higher	14.72%



When comparing education attainment, the percentages for higher education are quite similar. This could be due to each community being within close proximity to colleges and universities. For instance, Hoffman Estates has two community colleges — Harper College and Elgin Community College and Ambria College of Nursing within its boundary. Additionally, there are more than 30 universities, colleges and technical schools within the Chicago metro area.

1 (Compare Demographics, 2021)

2 (Compare Demographics, 2021)

3 (Compare Demographics, 2021) (Ranking by Median Age, 2021)

4 (Compare Demographics, 2021)

5 (Compare Demographics, 2021)

6 (Compare Demographics, 2021)

7 (Compare Education, 2021)

8 (Compare Education, 2021)

## HOUSING AND INCOME ANALYSIS

As of 2019, there are 18,563 total housing units, 13,412 of which are owner occupied in Hoffman Estates with the other 5,151 units being rental properties or vacant. The median house is valued at \$283,300. Of those occupied households, the median household income is \$94,017 with a per capita income of \$42,238.<sup>9</sup> Comparing Hoffman Estates to the rest of Illinois, who has a median household income of \$68,663, the Village is significantly above the state median.<sup>10</sup>

This table represents the average consumer spending within Hoffman Estates.<sup>11</sup>

CONSUMER SPENDING	AVERAGE SPENT
Personal Care Products & Services	\$1,130.48
Vehicle Maintenance and Repairs	\$1,332.24
Education	\$2,379.98
Apparel and Services	\$2,676.68
HH Furnishings & Equipment	\$2,838.99
Support Payments/Cash Contributions/Gifts in Kind	\$2,881.64
Travel	\$3,293.91
Entertainment/Recreation	\$3,976.31
Food Away from Home	\$4,789.29
Food at Home	\$6,695.95
Health Care	\$7,409.38
Shelter	\$26,034.04



The tables shown below represent the percent of housing cost and rent cost based off of Household Income in 2021.<sup>12</sup> In the first table it is shown the housing costs of households based off Household Income and the amount of people. The second table represents rent as of Household Income and the amount of residents.

HOUSEHOLD INCOME	AMOUNT	PERCENTAGE
Less than \$10,000	556	3.14%
\$10,000 to \$14,999	189	1.07%
\$15,000 to \$24,999	793	4.48%
\$25,000 to \$34,999	865	4.88%
\$35,000 to \$49,999	1,838	10.37%
\$50,000 to \$74,999	2,636	14.88%
\$75,000 to \$99,999	2,712	15.31%
\$100,000 to \$149,999	4,067	22.96%
\$150,000 to \$199,999	2,066	11.66%
\$200,000 or more	1,995	11.26%
Median HHI (dollars)	\$91,917	
Mean HHI (dollars)	\$109,634	

HOUSING COSTS % OF HHI	AMOUNT	PERCENTAGE
Less than 20.0%	3,819	40.31%
20.0% - 24.9%	1,521	16.05%
25.0% - 29.9%	1,389	14.66%
30.0% - 34.9%	705	7.44%
35.0% or more	2,041	21.54%
Not computed	0	0%

RENT AS % OF HHI	AMOUNT	PERCENTAGE
Less than 15%	544	12.64%
15.0% - 19.9%	663	15.40%
20.0% - 24.9%	578	13.43%
25.0% - 29.9%	438	10.17%
30.0% - 34.9%	453	10.52%
35.0% or more	1,385	32.17%
Not computed	244	5.67%

9 (esri, 2021)  
 10 (esri, 2021)  
 11 (esri, 2021)  
 11 (Compare Housing, 2021)



## QUALITY OF PLACE AND LIFE

Hoffman Estates residents are part of some of the top school districts in the state as the Village is served by six different school districts each with their own unique features: The Community Consolidated School District 15 is the second largest elementary district within Illinois;<sup>13</sup> Illinois School District u-46 has its own Dual Language program which allows students to learn a second language;<sup>14</sup> The Community Consolidated School District 54 is ranked in the top 2% of districts nationwide in student growth;<sup>15</sup> The Village is also home to Township High School District 211, Barrington Community Unit School District 220, and Community Unit School District 300.<sup>16</sup>

St. Alexis Medical Center Campus, part of the AMITA Health Hospital umbrella, is a 318-bed state-of-the-art facility offering surgical services, a Level III NICU, a Level II ER, access to top doctors in heart and vascular care, cancer care, women's health and more, and a 141-bed behavioral health facility. The hospital has been a staple in Hoffman Estates for more than 40 years and works closely with the business community to promote healthy living among employees and residents alike.<sup>17</sup>

With so much diversity in and around Hoffman Estates, the community is teeming with various cultural activities, events and recreational opportunities. The Village hosts a Celtic, German, and Hispanic festival each year with other commissions focused on cultural awareness, and generational groups such as senior citizens and the youth. Additionally, the community is near 16 different accredited museums celebrating all cultures.<sup>18</sup> Even more so, the Village is home to 735 acres of park land, two community centers, three golf courses, state-of-the-art fitness center, two ice arenas, a family aquatic center, and 72 parks, all operated by the Hoffman Estates Park District. Another 4,000 acres of forest preserve, owned by the Cook County Forest Preserve District, is located within Hoffman Estates hosting more than 20 miles of bike and pedestrian paths.<sup>19</sup>

## BUSINESSES

There is a robust business community within Hoffman Estates from machine tool manufacturers to office services, hotels to healthcare, and retail to restaurants. Hoffman Estates, has many services such as hotels, entertainment, and education to provide their residents and visitors. In fact, the service businesses in Hoffman Estates such as financial services, accountants, lawyers and more, make up 37.1% of the industries within the area.<sup>20</sup> Despite the labor shortage in 2021, there were 375 employees working in the 9 hotels containing 1,300 rooms, 658 people employed in entertainment, and even 1,629 people working in the food industry throughout the 86 restaurants and 5 grocery stores in Hoffman Estates.<sup>21</sup>

Retail accommodates nearly one third of the business sector in the Village with it being 30.4% of the total business percentage. In fact, Retail Trade has

12,036 employees out of the total 39,550 employees in the Village.

Even more so, Hoffman Estates has three key business clusters including machine tool manufacturers, food sciences, and a medical cluster around the hospital. Great manufacturing companies FANUC America, DMG Mori, Big Kaiser, NSK America, Bosch Rexroth, TRUMPF, Siemens Healthineers, and Bystronic make up the machine tool cluster while Silesia Flavors, Sensient Flavors and Tate & Lyle make up the food science cluster. Other companies such as CDK Global, Claire's Accessories, Leopardo Construction, Vistex, Omron, Planmeca, High Voltage Software, Clinical Computer Systems and WT Engineering are some top employers in town. Even though manufacturing represents many of the Village's top employers, it only completes 5.6% of the employee population with a total of 2,208 employees which speaks to

the high number of small businesses and concentration of entrepreneurs within the community.<sup>22</sup>

When it comes to domestic and international travel, the Village has an advantage being close to three airports. Hoffman Estates is 20 minutes from O'Hare International Airport, 45 minutes from Rockford International Airport, and 60 minutes from Midway Airport.<sup>23</sup> Considering Hoffman Estates is home to many international companies, it is convenient to be so close in proximity to Airports with multiple flights around the world each day.

**Industries-** Hoffman Estates has a robust business community with over 1,400 companies ranging from machine tool manufacturers to office services, hotels to healthcare, and retail to restaurants. In fact, the service industry in Hoffman Estates, including health, legal and other

services, makes up 47.2% of the business sector and 37.1% of the employee population within the area. Retail comprises nearly one-fifth (18.6%) of the business sector in the Village.

**Employment -** Hoffman Estates has three key business clusters, including machine tool manufacturers, food sciences, and a medical cluster near the hospital. Even though manufacturing represents many of the Village's top employers, it only completes 5.6% of the employee population with a total of 2,200 employees. This speaks to the high number of small businesses and concentration of entrepreneurs within the community. Still, nearly 18% of the businesses in Hoffman Estates employ just over 7,100 people so there are many larger employers in town as well.

As many residents went on unemployment in April 2020 at the

13 (Our District, n.d.)  
14 (About School District U46, n.d.)  
15 (School District 54, n.d.)  
16 (Schools, 2021)

17 (Amita Health St. Alexis Medical Center Hoffman Estates, 2021) <https://www.amitahealth.org/location/amita-health-st-alexius-medical-center-hoffman-estates>

18 (Compare Arts-Culture, 2021)  
19 (About the Park District, 2021)  
20 (esri, Business Summary, 2021)  
21 (esri, Business Summary, 2021)

22 (Top Employers, 2021) (esri, Business Summary, 2021)  
23 (Google, 2021)

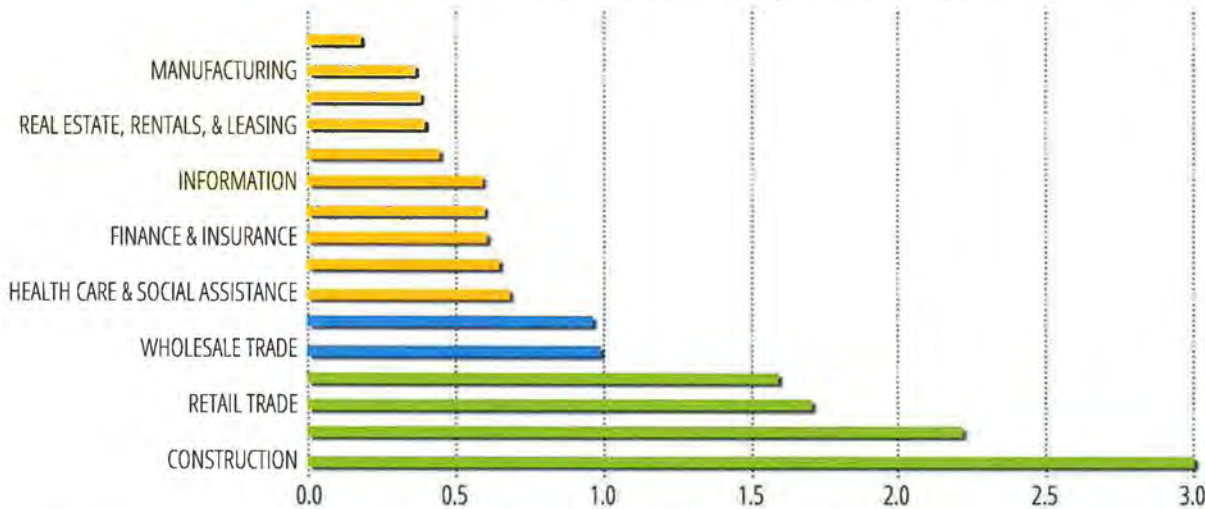
start of the pandemic, the unemployment rate spiked to 15%. When the economy began to recover, many employees did not return to work and businesses were faced with a labor shortage that continues as of the writing of this report. The unemployment rate has declined to 3.4% as of February 2022.

**Location** – When it comes to domestic and international travel, the Village has the advantage of being close to three airports. Hoffman Estates is 20 minutes from O’Hare International Airport, 45 minutes from Rockford International Airport, and 60 minutes from Midway Airport. Considering Hoffman Estates is home to many international companies, it is convenient to be so close in proximity to these significant international airports.

**Location Quotient** – Location quotient (LQ) is a statistical technique used to identify areas of competitive advantage within a community. LQ for a given industry is calculated as a ratio of employment in the community compared to the state and national levels. Furthermore, the measurement gauges relative business sector concentration, identifies underrepresented sectors, and indicates potential growth in specific sectors. An LQ greater than 1.000 suggests a local competitive advantage in that sector, whereas an LQ below 1.000 indicates a lower industry specialization as compared to the larger region. An LQ of approximately 1.000 implies the community is on par with the greater region for the specified business sector.

Hoffman Estates has a strong retail sector, as demonstrated by its above-average LQ of 2.249 compared to the State and 1.706 compared to the nation. Moreover, Hoffman Estates has a higher LQ for construction and mining compared to Illinois (4.326) due to the work from Leopardo Construction and Plote Construction, the latter also operating a mining quarry. The high concentration of construction business is also due to the many smaller, mom-and-pop-type mechanical, electrical, construction, and handyman companies in town. Additionally, health care and social assistance LQs are slightly above 1.000 compared to the State, with a wealth of medical care businesses surrounding St. Alexius Medical Center. Lastly, the professional, scientific and tech services sector is often a clear indicator of community economic health as it includes many types of jobs, but specifically the growing tech category. Hoffman Estates has an LQ of 0.807 within this sector when compared to Illinois, but an LQ of only 0.598 when compared to the country.

**HOFFMAN ESTATES LQ VS. US**



**COMPARED TO STATE OF ILLINOIS**

CATEGORY	LQ
Construction	4.326
Mining	2.560
Retail Trade	2.249
Information	1.270
Health Care & Social Assistance	1.216
Unclassified Establishments	1.010
Professional, Scientific & Tech Services	0.807
Accommodation & Food Services	0.632
Manufacturing	0.625
Arts, Entertainment, & Recreation	0.621
Wholesale Trade	0.588
Educational Services	0.566
Public Administration	0.484
Other Services (except Public Administration)	0.384
Administrative & Support & Waste Management & Remediation	0.352
Agriculture, Forestry, Fishing & Hunting	0.264
Real Estate, Rental & Leasing	0.254
Finance & Insurance	0.206
Transportation & Warehousing	0.199

**COMPARED TO STATE OF ILLINOIS**

CATEGORY	LQ
Construction	3.081
Administrative & Support & Waste Management & Remediation	2.215
Retail Trade	1.706
Educational Services	1.592
Wholesale Trade	0.990
Mining, Quarrying, and Oil and Gas Extraction	0.963
Health Care & Social Assistance	0.680
Arts, Entertainment, & Recreation	0.647
Finance & Insurance	0.604
Professional, Scientific & Tech Services	0.598
Information	0.590
Other Services (except Public Administration)	0.444
Real Estate, Rental & Leasing	0.394
Accommodation & Food Services	0.380
Manufacturing	0.363
Transportation & Warehousing	0.178





## REAL ESTATE AND LABOR

**Office** – As of Q3 2021, the Village of Hoffman Estates has 7.4 million square feet of office inventory. Office vacancy rates are unusually high due to COVID sending most people to work from home. Consequently, businesses have not renewed leases or expanded coming back from the pandemic and vacancy rates throughout Chicagoland remain around 14.5% whereas they typically sit around 12%. However, in the Schaumburg Area Office Market the vacancy rate is up to 24.9% and in Hoffman Estates alone it is at 34.3%. The higher vacancy rates in Hoffman Estates are due in large part to the majority of the Bell Works Chicagoland project having more than 1.5 million square feet of space available and the former Sears Campus, now owned by Transformco, has all 2.4 million square feet on the market. Other office parks and buildings, such as Greenspoint, Medcoa and Northwest Corporate Centre have made improvements in the past two years to increase occupancy and retain tenants.

**Retail** – The Village has 18 retail shopping centers and several more small retail strip buildings yet As of Q3 2021, there were 134 properties with retail space and 55 had some or complete vacancy. Those 134 properties total 2.6 million square feet of inventory with an 8.1% vacancy rate. This compares to the greater metro Chicago area which has a 6.2% vacancy rate. Several of the shopping centers are grocery-anchored by Mariano’s, Jewel-Osco and Valli Produce while others are anchored by Target and still more have no large anchored and act as more of a neighborhood center.

CONSUMER SPENDING	AVERAGE SPENT IN 2021
Apparel and Services	\$2,676.68
Education	\$2,379.98
Entertainment/Recreation	\$3,976.31
Food at Home	\$6,695.95
Food Away from Home	\$4,789.29
Health Care	\$7,409.38
HH Furnishings & Equipment	\$2,838.99
Personal Care Products & Services	\$1,130.48
Shelter	\$26,034.04
Support Payments/Cash Contributions/Gifts in Kind	\$2,881.64
Travel	\$3,293.91
Vehicle Maintenance and Repairs	\$1,332.24

**Industrial** – Most of the 21 industrial properties, containing 1.5 million square feet, are older and do not have the higher ceiling clear heights most industrial and manufacturing users desire from a space today. Still, there is only a 0.9% vacancy rate in those industrial buildings. As of Q3 2021, 250,000 square feet of new speculative industrial was under construction. This represented the first new spec industrial construction in Hoffman Estates since the late 1970s. Accelerated by the COVID pandemic, industrial is the hottest real estate market across the country, especially in the Chicagoland area. Of the 1.1 billion square feet of industrial in the metro Chicago area, only 5.1% is vacant and another 18.7 million square feet is under construction.

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# EXHIBIT B

## ECONOMIC DEVELOPMENT INCENTIVES GUIDELINES

### EXECUTIVE SUMMARY

The Village of Hoffman Estates, through the establishment of the Economic Development Strategic Plan (EDSP), provides economic incentives for business development within the Village where such incentives result in a desired public benefit and align with the goals of the Village Board of Trustees. Public benefits include, but are not limited to, the generation of revenue to the Village, including sales, food and beverage, entertainment, utility, property or other taxes; growing the tax base through redevelopment of underperforming properties; increase to surrounding property values; living wage job creation; and achieving community needs.

Economic incentives provided by the Village may include sales tax rebates, tax-increment financing (TIF) funding as allowed by state statute, support of Cook County special assessment incentives, other creative financial mechanisms, as well as non-financial benefits. These guidelines are adopted as part of the EDSP.

For purposes of these guidelines, a public benefit may be determined where the incentive achieves one or more of the following goals:

- Helps protect or increase the revenue and tax base of the Village
- Improves the physical environment and promotes further development
- Provides additional amenities and services to residents
- Enhances the Village's image
- Strengthens the economically viable of the Village and competitiveness with surrounding communities.

Any economic incentive provided shall be determined on a case-by-case basis, but shall be subject to an evaluation assessing the cost versus benefit of the specific incentive request related to the project. The nature, terms, and amount of the incentive shall reflect the level of public benefit generated by the business development.

### INTRODUCTION

The Economic Development Incentive Guidelines are meant to outline parameters for which the Village may provide assistance to achieve its economic development goals. These guidelines do not approve any incentive request or guarantee approval of a request.

The intent of these guidelines are as follows:

1. To develop and implement a strategy for providing incentives.
2. To transparently outline to the private sector the position of the Village related to incentives.
3. To foster a climate of support for desired new and existing development in the Village.

### TYPES OF INCENTIVES

The following is not an exhaustive list of the types of incentives the Village would consider but only a list of what has been approved or considered in the past.

1. Tax Rebates
  - This would include sales tax, amusement tax, food & beverage tax, utility tax rebates.
  - To qualify for a rebate, the projected tax revenues should be above a threshold of approximately \$300,000 annually.
2. Tax Increment Financing (TIF) District – Establishment of a new TIF
3. Tax Increment Financing (TIF) District Programs (within an existing TIF District subject to availability of funding)
  - A zero interest loan program, for a new business that is looking to open and operate in a Hoffman Estates TIF or a business within a TIF that is looking to make a significant investment to improve their property and the property taxes generated. The idea is to incentivize newer businesses so that employment is created, vacancies are reduced, and to grow the business climate. Businesses that are eligible are those that are “for-profit” owners or property owners who are interested in furthering improvement for their corporation in the village. The zero interest loan covers 50% or up to \$100,000 for project costs for a maximum of 5 years. Eligible costs for the loan are:
    - i. “Start-up or relocation into a Hoffman Estates property”
    - ii. “Expansion within current location”
    - iii. “Interior build-out”
    - iv. “Purchase of machinery or equipment”
    - v. “Energy efficiency improvements”
    - vi. “Upgrades to technology”
    - vii. “Other improvements as may be approved by the Village that enhance occupancy rates, employment figures, and/or tax revenue”
  - A façade matching grant with a maximum of \$10,000
  - A rehabilitation matching grant with a maximum of \$25,000.
  - Redevelopment Agreements within a TIF could grant land, stormwater credits or other incentives to cause a project to occur.
4. Redevelopment Agreements
  - Incentives associated with capital improvements which also generate a substantial amount of tax. These are often done within TIF districts but could be completed elsewhere in the Village.

#### 5. Cook County Property Tax Special Assessment support

- An example of this would be the 6B, 7C or other property tax classification made available by Cook County.

#### 6. Enterprise Zone benefits

- The Western Hoffman Estates Enterprise Zone has several approved incentives which only need to be qualified and applied for to receive. These requests are non-discretionary and exempt from the other evaluation and approval criteria identified later in this document. That being said, the incentives still provide monetary value to the applicant and may be considered as part of the total incentive package granted.

#### 7. Workforce/Job Training Grants

- Funds can be provided for maintenance of career pathways, on-the-job training programs and partnerships with local schools. This could also include bonuses for local hires. The source of this grant typically comes from a TIF fund, federal or state funding, or, in very rare occasions, the Village General Fund, such as workforce funding supporting the Greater Chicagoland Advanced Manufacturing Partnership (GCAMP) or similar organizations.

#### 8. In-Kind Incentives: These incentives identify activities that the Village would undertake to advance a new occupancy or construction project, but may not result in a direct financial contribution to the project. These include, but are not limited to:

- Facilitating meetings with elected officials
- Timely review of plans to achieve entitlements and building permits
- Special public meetings could be scheduled to reduce approval time

#### 9. Fee Waivers

- The village does not typically waive permit or development fees, but such fees may be considered as part of the overall pro-forma of the project costs that can be used as a basis for an incentive.

#### 10. Technical Assistance

- On certain projects the Village may lend technical assistance from qualified staff members in a limited capacity.
- The Village may participate in discussions with other governmental agencies to help navigate processes or advocate for permitting approvals (such as IDOT, Cook County Highway, MWRD, etc.)

#### 11. Special Service Areas (SSA)

- The Village is able to work with property owners to create an SSA for financing certain infrastructure improvements and future maintenance which would be paid back through property taxes over a longer period of years.

#### 12. Business Development Districts (BDDs)

- Local governments in Illinois are able to set forth a BDD where an extra 1% sales and hotel tax may be imposed within the district. This tax may be used for development or can be rebated to a business or developer for business enhancement within the district as well.

#### 13. Grants

- Grants could be created in certain areas or districts, depending on the funding mechanism. These grants would most likely be for structural improvements which would enhance the value of the property.

### CRITERIA FOR APPROVING INCENTIVES

The Village of Hoffman Estates hereby establishes the following criteria and guidelines for considering specific development incentives and assistance to private entities locating, expanding, or relocating in the Village.

1. Incentives will be utilized to assist and leverage private development projects only where a public benefit is determined to result and evidence demonstrates that such development will not proceed without such public funding (“but for”).
2. Applicant must demonstrate that the proposed project will result in a public benefit. A project can result in a public benefit where it helps to increase the revenue and tax base of the Village, improves the physical environment and promotes further development, provides additional goods and services to residents, enhances the Village’s image, is consistent with Village strategic goals, or otherwise results in the Village remaining economically viable and competitive with surrounding communities. A public benefit (beyond revenue generation) will be considered.
3. The amount of public incentive and assistance granted for any project shall be determined on a case by-case basis and be the minimum required to make the project financially feasible. The nature, terms, and amount of the incentive shall reflect the level of public benefit generated by the project.
4. Village incentives are intended to induce substantial private investment or reinvestment. Evidence must, therefore, be provided to show sufficient experience of past successful performance, along with private financing and equity to complete the project if public incentives are granted.
5. A project must generate a positive net revenue benefit in relationship to any required Village incentive. Taxes or revenues historically received by the Village will not be reduced below the base year of any incentive, as established by the individual redevelopment plans, after an incentive is approved.
6. Preference will be given to “invest” incentive dollars in site or infrastructure that will outlast proposed tenant/use.
7. As business retention is a goal of the Village, consideration will be given to those existing businesses looking to expand and needing a financial incentive to cover the gap in financing. One past example of this being used is when a car dealer is seeking to expand, grow and redevelop a site. Reference point #5 above as it relates to revenues already being generated by an existing business in the Village.
8. Preference will be given to an investment in an underperforming property that results in an improvement that a subsequent owner/tenant will benefit from the incentive paid for improvement/infrastructure.
9. To receive Village assistance, a project must comply with the Village’s Comprehensive Plan, approved area plan, current zoning requirements, subdivision code, property maintenance code (or otherwise obtain Village zoning relief), and obtain site plan, special use, and other required approvals.

10. Incentives shall be structured to limit risk to the Village. In general, a "pay as you go" approach is preferable.
11. Incentives will typically be capped, either by term (number of years) or dollar amount, or both (whichever comes first), as the incentive should cover a gap in the proforma.
12. Incentive terms will typically be in a five to ten year range.
13. The Village will not actively engage in poaching from adjacent municipalities. The Village may be willing to consider incentives for relocations precipitated by site constraints at current locations in neighboring municipalities.
14. Incentives must be performance based with benchmarks and thresholds to trigger payment and ensure accountability. Benchmarks can judge incremental progress or absolute progress.
15. In general, if an incentive is approved, it shall remain with the owner so if the property or project is sold, the incentive must transfer to the new investor within the Village.
16. All those receiving incentives will be required to support the local business community via contributions to groups like GCAMP, Next Level Northwest, the Hoffman Estates Chamber of Commerce or others. Further, those receiving incentives are strongly encouraged to use local resources, contractors, materials, etc.
17. These guidelines should be reviewed on a semi-regular basis in conjunction with analyzing existing incentives in place to ensure appropriateness and effectiveness.

## **INCENTIVE FEES**

As all incentives require staff and consultant time to review and process. Specifically these efforts may include negotiation of an agreement, time to obtain enterprise zone building material exemption certificates, creation of a property tax supporting ordinance, etc. As a result there are nominal fees for each formally requested incentive. That fee schedule is listed here and may be amended from time to time by the Village Board.

- Cook County Property Tax Abatement Application review and Supporting Ordinance - \$1,000.
- Tax Rebate Agreement - Varying
  - \$500 if the request is less than \$10,000
  - \$1,000 if the request is between \$10,000-\$50,000
  - \$1,500 if the request is between \$50,000-\$100,000
  - \$2,000 if the request is over \$100,000
- Enterprise Zone Sales Tax Exemption Certificates for 2 years - \$500
- Creation of a special district (TIF, BID, SSA) - \$7,500 retainer deposit
- Any other incentive not listed here such as fee waivers, infrastructure improvements, recapture ordinances or other - \$2,500 retainer deposit

## **PROCESS FOR EVALUATING PROPOSALS**

1. Interested parties seeking Village assistance should submit a written request to the Economic Development Director with items 1-6 in the section below.
2. Upon submittal of required information, Village staff will review and analyze the proposed project. Depending on the nature of the project, a preliminary meeting may be scheduled and/or additional information may be requested by the Village in order to complete this review. The Mayor and/or a Trustee may be invited to participate or provide input at this stage.
3. If the project is unique or distinctive in some way, a formal presentation of the proposed project and request for Village assistance will be made to the Planning, Building and Zoning Committee of the Village Board. If deemed a viable and beneficial project in accordance with established guidelines, the Committee will recommend the project, including level and type of assistance deemed appropriate to the Village Board. At such time the Board would direct staff/corporation counsel to draft an incentive agreement, or if in a TIF, a redevelopment agreement, incorporating any Village Board directives. Staff will analyze, or hire a consultant at applicant's expense, to perform more complex costs and benefits analysis, including the "but for" assumptions.
4. If the project is not distinctive nor controversial, after receiving favorable feedback in Step 2, Staff shall work with Corporate Counsel and the developer/private party to negotiate the terms of the deal and a formal agreement.
5. The incentive/redevelopment agreement shall be presented to the Village Board for consideration and potential approval.
6. Projects requiring a zoning change or other zoning relief must be considered by the Village's Planning and Zoning Commission, and subsequently approved by the Village Board. This approval would come at the same time as any incentive request.
7. Requests will be scheduled for consideration by the Village Board's Planning, Building and Zoning Committee and then to the Village Board for approval in conjunction with final site plan approval or zoning change or any other formal board action.

## **INFORMATION REQUIRED FOR AGREEMENT NEGOTIATIONS\***

1. Narrative description of the project
2. Statement of project benefits
3. Amount of Village assistance requested and statement as to its need
4. Relevant data: lot size, building size, number of parking spaces, proposed site amenities/features, proposed building materials, other relevant data
5. Preliminary site plan and typical floor plan
6. Project timetable
7. Marketing plan for project
8. Development contingencies, if any, including financing, equity raising, anchor tenant leases, etc.

## 9. Project Costs

- a. Detailed construction cost estimates with breakout for land cost, building construction, parking/on-site improvements, and any off-site improvements
- b. Detailed sources and uses of funds statement, with hard and soft cost breakout
- c. Project pro forma for at least the period for which incentive is sought, identifying any project phasing
- d. Financial viability of major tenant(s)/end user(s)
- e. Market rents and expense breakout (if leased space)
- f. Source of funds for operating deficits or shortfall

## 10. Owner/Developer/Borrower Information

- a. Identify structure of ownership (partnership, corporation, etc.)
- b. Identify background and experience of owner(s)/developer.
- c. List experience with other similar projects.
- d. Identify source of equity and proposed pay-in periods (timing).
- e. Identify any and all interrelated entities (non-arms length third parties) proposed to receive fees, contracts, compensation, or other consideration from the project.

## 11. Private Financing

- a. Identify lender and/or equity sources.
- b. Identify amount, terms, and form of commitment.
- c. Identify general lender information.

## MISCELLANEOUS



1. Staff may ask for a formal economic impact survey to be completed. This document is in the form of an excel spreadsheet to quantify much of the information shared above.

*\* Only items 1-6 are required for an initial review by the Village. Depending on the nature of the project and the favorability to achieve an approved agreement, the full list will be required, along with additional information.*



# EXHIBIT C

## ECONOMIC DEVELOPMENT STRATEGIC PLAN – IMPROVEMENT ACTIONS

ACTION ITEM	PRIORITY	STATUS/NOTES
 <b>1. ATTRACTION &amp; RECRUITMENT</b>		
a	Market the nearly 900 acres of available vacant land by updating available properties websites hosted by the Village, Costar, and the state of Illinois.	
b	Develop and manage branding and marketing materials that appeal to targeted prospects.	
c	Work as the liaison to companies and investors coming to town and assist in navigating the entitlement and approval process.	
d	Target remote workers to build the resident and employment base.	
e	Attend industry trade shows and events such as Innovating Commerce, Serving Communities (ICSC) shows, Association of Industrial Real Estate (AIRE) luncheons, and Site Selectors conferences to promote the Village and meet with potential investors.	
f	Target specific companies which residents and other businesses have asked to bring to town and/or will generate desirable benefits, including new revenues for the community.	
g	Develop a Foreign Direct Investment (FDI) strategy to attract international businesses.	
h	Manage incentives to effectively attract businesses that align with the Village's strategic goals while being a responsible steward of the public tax dollars. Publicize the attached Incentive Guidelines to clearly state what would be considered for approval.	<b>TACTIC: For larger projects considering incentives, consider hiring outside consultation</b>
i	Utilize Public Private Partnerships to leverage private sector investments into more unique public places for the community.	
j	Work with partner agencies to maintain and improve the transportation infrastructure as a key attractor for business investment. Analyze various sites for higher densities of automobile and truck traffic to ensure a proper placement of use and site.	
k	Push to explore and use innovative technologies when attracting new businesses and investors to Hoffman Estates. Create a separate economic development webpage with information readily available for site selectors and companies looking to invest in the Village. Update this page regularly with demographic data, promotional videos, virtual site tours, and news of activity in town.	<b>TACTIC: Add GIS StoryMaps on the website to explain large development projects, TIF districts, and potential development sites.</b>
l	Seek out a variety of land uses not prevalent in the Village to develop on greenfield or redevelopment sites so as to diversify the tax base and provide a more fiscally sustainable economy. Those uses could include but are not limited to speculative/flexible industrial buildings, data centers, multi-story warehouses, micro-distribution centers, modern multi-family, and mixed-use.	
 <b>2. BUSINESS RETENTION &amp; EXPANSION (BRE)</b>		
a	Reestablish the formal BRE visit program by consistently meeting with larger and more prominent employers on a scheduled, triennial basis.	
b	Periodically survey businesses to track common trends impacting their operations in order to better inform potential program and policy changes.	
c	Annually host networking opportunities/events for community business leaders to promote effective, informal communication.	<b>TACTIC: Schedule CEO Roundtables, Business Appreciation Happy Hours, and other such events.</b>

d	Promote multicultural business incubation for companies from other countries to access U.S. markets.		
e	Implement strategies for businesses to retain and attract skilled workers.		
f	Continue to participate in and support the Chamber and its events to connect with small and medium-sized businesses.		
g	Identify stage two companies who have grown past the startup phase but have not yet grown to maturity that may be poised for growth and assist in bringing them to the next level.		
h	Continually communicate to the business community through various mediums, especially to share important Village news and events.		
i	Improve the transportation connections throughout the community and to surrounding areas to assist efficient employee access to employment centers.		
j	Promote the C-PACE program through Cook County to finance sustainable building improvements.		



### 3. FDI STRATEGY & TRAGETING INDUSTRY CLUSTERS

a	Create and implement a marketing plan to promote the existing clusters and attract clients and customers of the vertical supply chain for those clusters.		
b	Work with transportation agencies to improve connections, via I-90, public transportation and hotel shuttles, to O'Hare International Airport as a key connector to other countries.		
c	Meet bi-annually with the existing clusters as a group to improve services and connectivity.		
d	Enter into sister city relationships with cities in Japan, German, Switzerland, Korea and/or the UK as a number of companies within Hoffman Estates are headquartered in those countries.		<b>TACTIC: Go on one or two trade missions to these countries.</b>
e	Meet with foreign consul generals annually to promote Hoffman Estates as a great place for businesses from their countries to invest.		



### 4. HOUSING

a	Seek out new residential developments, especially rental multifamily and townhomes, which will help diversify the existing housing market to provide for a wider range of housing needs.		<b>TACTIC: Work with developers and the special needs community to develop a housing option for those adults looking to live on their own in community.</b>
b	Work with Village Planning and Code Enforcement staff to ensure thoughtful development patterns continue and the community has safe and well-maintained buildings and properties.		
c	Work with Planning and Transportation staff to ensure all residents have safe, adequate transportation access to major hubs, attractions and employers.		
d	Continue to take inventory of and improve the services the Village provides to residents and businesses (police, fire, health and human services, public works, and engineering).		



### 5. MARKETING & COMMUNICATIONS

a	Create and update an annual marketing plan by determining the audiences, messages, budget, and the most effective tactics to reach the desired audience(s).		
b	Plan events connecting the Village Board, businesses, and the Hoffman Estates Economic Development Division with one another.		
c	Refine the brand identity of Hoffman Estates Economic Development to showcase the Village.		
d	Schedule regular social media and other content to stay relevant and "on the newsfeeds."		<b>TACTIC: Consider the use of targeted advertising on social media, where appropriate.</b>

e	Publish and promote a quarterly economic development eNewsletter.		
f	Collaborate with partners to reach desired audiences and communicate Village offerings and advantages.		
g	Plan and budget funds to be prepared for unanticipated new technology opportunities that may arise during any given year. Do not hesitate to implement pilot or try programs with new technology as a cost-effective way to make advancements.		<b>TACTIC: Utilize drones for site tours, 3D imaging photography, virtual meeting software, new social media tools, video production, and other new ideas to promote, connect, and collaborate with community patrons and future investors.</b>



## 6. QUALITY OF LIFE & PLACEMAKING

a	Work with the NOW Arena staff to bring in events to celebrate all cultures or offer a variety of entertainment options.		
b	Connect with other governing entities to create inclusive community festivals that engage existing businesses and their employees.		<b>TACTIC: Create a Japanese Festival or Indian Festival.</b>
c	Work with Village Planning and Code Enforcement staff to ensure thoughtful development patterns continue and the community has safe and well-maintained buildings and properties.		
d	Support operations and relationship of St. Alexius Medical Center as a health provider to the community and an attractor of more medical offices and jobs.		
e	Continue to take inventory of and improve the services the Village provides to residents and businesses (police, fire, health and human services, public works, and engineering).		
f	Promote and support the Park District and Forest Preserve amenities and activities.		
g	Work to implement the economic development recommendations of the Sustainability Plan.		<b>TACTIC: Promote the Green Business Recognition Program and get 10 companies a year to apply.</b>
h	Work with retail owners to create a walkable and inviting retail experience that includes public gathering spaces.		
i	Seek public/private projects which mix uses to create great public spaces that impact quality of life.		<b>TACTIC: Redevelop the Poplar Creek branch between I-90 to Higgins Road into an open creek asset with amenities for neighboring properties.</b>
j	Explore micro-grant opportunities to encourage individuals, private developers and community organizations to create placemaking projects.		
k	Modernize older, functionally obsolete buildings that can engage in recreational and cultural projects.		
l	Work with developers of all land uses to foster construction of well-connected projects for residents, employees, visitors.		



## 7. SMALL BUSINESS DEVELOPMENT

a	Continue to support Next Level Northwest as an option for small business growth. Encourage companies to apply.		
b	Utilize TIFs and other tools to create strategic incentives that will encourage private sector investment into new small businesses.		<b>TACTIC: Within TIF Districts, create matching façade and business improvement grants or revolving loan funds.</b>
c	Investigate use of CDBG funds for economic development purposes.		
d	Encourage and work with shopping center owners to create temporary pop-up spaces in vacancies for new entrepreneurs.		



e	Create a pro-entrepreneur market by exploring the establishment of a business incubator, especially reaching out to those recently retired who may be looking to start a second career.		
f	Meet with external team members to build relationships and understand their resources for the small business community.		
g	Promote and distribute small business resources in formats that effectively reach their target audiences. Serve as a local clearinghouse to bring together varied resources and provide direct access for to Village businesses.		



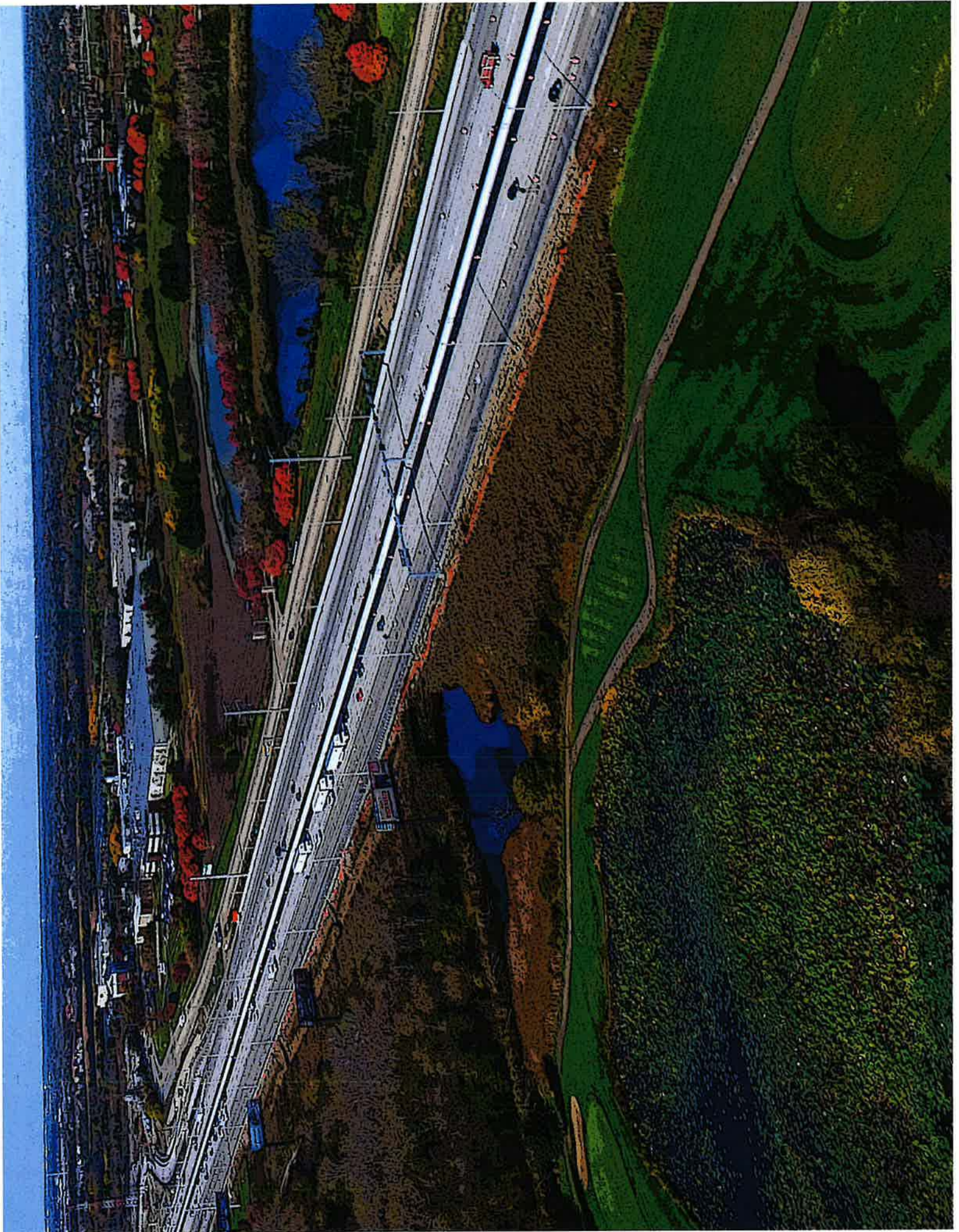
## 8. TOURISM

a	Continue to bring new event opportunities that will yield occupancy to the NOW Arena and area attractions such as Bell Works. Then assist as a complimentary housing authority for these events and work with local hoteliers to ensure they capture those room nights.		
b	Maintain relationships with regional and adjacent CVBs (MEET Chicago NW and Elgin/Fox Valley CVB) to keep NOW Arena top of mind as an active option. Collaborate on drawing regional event opportunities.		
c	Monthly visits to all hotel GM and Sales Leaders to educate them on Hoffman Estates market changes and ensure they are capturing as many leads from local events.		
d	Maintain the VisitHoffman.com tourism website.		<b>TACTIC: This is a static site now but it could be energized with a professional redesign then promoted on google and social media.</b>
e	Support local events and encourage festivals which span multiple days, possibly focused on youth sports, food, local small businesses or manufacturers, and the Bell Works Chicagoland campus.		
f	Work closely with HE Park District to identify Tournament opportunities and create sponsorship opportunities to help offset tournament costs by negotiating hotel rebates when the event controls lodging.		
g	Work closely with area park districts and banquet facilities to draw social group room blocks such as wedding and cultural events.		



## 9. WORKFORCE DEVELOPMENT

a	Engage with external partners to strengthen and promote workforce programs.		
b	Connect businesses with workforce hiring and training resources and partner organizations.		<b>TACTIC: Consider hosting a jobs board powered by a third party, like Getro, for all jobs within the Village or partner with surrounding communities to promote jobs in the northwest suburbs.</b>
c	Support educational system initiatives, especially at the community college level, that connect student and business needs.		
d	Explore possibility of using CDBG funds for economic development/workforce programs.		
e	Leverage industry expertise by working with established industry experts in the community.		
f	Enter into intergovernmental agreements with neighboring communities to support workforce development efforts that may be sector specific.		
g	Support programs which encourage training and learning in the flow of employment.		
h	Encourage alternative modes of transportation amongst business owners and work with Planning and Transportation staff to ensure safe routes are in place equitably across the community to improve access for the workforce.		





**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*

**November 2022**

**GENERAL UPDATES**

- ◆ Planning staff has been coordinating efforts with other Development Services staff members and the Village's GIS Specialist to make upgrades to our existing GIS data and services, and strategically plan for future GIS initiatives.
- ◆ Planning staff assisted Economic Development with the creation of an ArcGIS StoryMap to highlight development opportunities in the Village.
- ◆ Transportation & Long-Range Planner Phil Green attended the Local Government 2030 National Convening in Omaha, Nebraska. The event focused on ways to modernize and improve local government. Phil has been nominated to lead a group focused on communication and community engagement over the next year.
- ◆ Staff attended a webinar on best practices surrounding data centers. The webinar focused on mitigating impacts from industrial uses, legal best practices surrounding zoning and land use, and design techniques for siting buildings.
- ◆ Staff had a successful kick-off meeting with the Zoning Code Update consultant team. The meeting included a discussion of the project goals, timeline, and a tour of key sites in the Village. Staff and the consultant team are currently working on initial data gathering and preparing for stakeholder engagement. The Planning and Zoning Commission will be having their first kickoff meeting with the consultant team in December. This meeting is an integral part of the process as the team will learn how the Commission interacts with the Zoning Code and process.

**ACTIVE PLANNING PROJECTS**

Project	Address	Status	PZC or PBZ Meeting	VB Meeting
Shed Setback Variation	1625 FREEMAN RD	APPROVED	10/5/2022	10/17/2022
Seasons at Hoffman Estates (Final Plat)	1701 MOON LAKE BLVD	APPROVED	10/5/2022	10/17/2022
Fence Setback Variation	360 GLENDALE LN	APPROVED	10/19/2022	11/7/2022
Prairie Crossing Resubdivision	4700 HOFFMAN BLVD	APPROVED	11/2/2022	11/7/2022
Multi-Family Redevelopment (Courtesy Review)	1001 N BARRINGTON RD	PUBLIC MEETING	11/14/2022	
Thomas Jefferson School Engineering/Utilities	3805 WINSTON DR	PUBLIC MEETING	11/14/2022	
Fountain Crossing Lot 6, 8, & 9 Industrial Development & Rezoning	2625 N BARRINGTON RD	PUBLIC MEETING	11/16/2022	
Microsoft Substation Site Plan	2210 LAKEWOOD BLVD	PUBLIC MEETING	11/16/2022	
Plum Farms Utilities	HIGGINS / OLD SUTTON	UNDER REVIEW		
Tollway Maintenance Facility/IGA	557 W CENTRAL RD	UNDER REVIEW		
2601 Pratum - Public Utilities Easements	2601 PRATUM AVE	UNDER REVIEW		
Bell Works Residential (Townhomes)	1705 LAKEWOOD BLVD	UNDER REVIEW		
Casey's Gas Station (Bucky's Redevelopment)	1700 W ALGONQUIN RD	UNDER REVIEW		
Casey's Gas Station (Bucky's Redevelopment)	615 W HIGGINS RD	UNDER REVIEW		
Casey's Gas Station (Bucky's Redevelopment)	1 W GOLF RD	UNDER REVIEW		
Forestview Animal Hospital SU Ownership Transfer	1744 W ALGONQUIN RD	UNDER REVIEW		
ComEd Substation Expansion	2480 PEMBROKE AVE	UNDER REVIEW		

**PENDING PLANNING PROJECTS**

Project	Address	Status
Autumn Woods SF Subdivision	GOLF RD & BERNER RD	PENDING
Beacon Pointe Phase 2	NWC BEVERLY / SHOE FACTORY	PENDING
Hoffman Lanes Retail Redevelopment	80 W HIGGINS RD	PENDING
Macaroni Grill Redevelopment	2575 HIGGINS RD	PENDING
Plum Farms Mixed Use	4800 W HIGGINS RD	PENDING
Sensient Building Addition	5115 SEDGE BLVD	PENDING
Umiya Dham (Hindu Temple and SF Homes)	SEC ROHRSSSEN / GOLF RD	PENDING
Multi-Family Residential Development	2170-2190 W HIGGINS RD	PENDING
Multi-Family Residential Development	2354-2360 HASSELL RD	PENDING
Fountain Crossing Lot 2 Concept	FOUNTAIN CROSSING LOT 2	PENDING
Barrington Square Sanitary Sewer Easement	BARRINGTON SQUARE AND BLACKBERRY FALLS	PENDING

**MONTHLY PLANNING PROJECT ACTIVITY**

Projects Submitted by Type	October	2022 YTD
Pre-Development		7
Agreement		1
Annexation		
Courtesy Review		4
Easement		5
Master Sign Plan	1	7
Plat of Subdivision	1	6
Other Plat		3
RPD Amendment		
Site Plan Review	5	24
Special Use	1	15
Text Amendment	1	4
Rezoning	1	2
Variation	1	5
<b>Total</b>	<b>11</b>	<b>83</b>
FOIA Processed	5	45
Zoning Verification Letters	1	22
Building Permits Reviewed by Planning	44	375

**PLANNING PERFORMANCE MEASURES**

Site Plan Review Process	October		Year to Date	
Number of administrative/staff review site plan cases completed	0	N/A	7	41%
Number of PZC site plan cases processed	0		10	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

Site Plan Review Timing	October		Year to Date	
Number of cases processed within 105 days	0	N/A	17	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*

**November 2022**

### GENERAL ACTIVITIES

- On October 14, 2022, John Shogren attended an ILPHCC continuing education class.
- Dave Banaszynski celebrated his 25-year anniversary with the Village of Hoffman Estates.
- Staff is conducting interviews for the vacant Administrative Assistant position for the rental program in Code Enforcement.
- Pre-construction meetings were held with the construction teams at the **Seasons of Hoffman Estates** apartment project. Civil work began in October with large-scale mass grading and utility installation. Foundation work is set to begin in mid-November on the first 4 buildings and construction will continue throughout the winter.
- **Microsoft** is getting closer to completion of phase 1 of the project, which includes the building shell, build-out of the admin area, and the first of 5 server spaces. Occupancy of those spaces is targeted for December 2022.
- Civil work on the long-awaited **Popeye's** on Golf Rd. and **Dunkin'** on Algonquin Rd. has begun. Both are anticipating occupancy in spring 2023.
- Occupancy of the **Crumbl Cookies** build-out is expected in early December.
- Construction of the **Sparked Dispensary** is making quick progress, with occupancy anticipated in December.
- Construction has also begun on the **Exxotic Strains Dispensary** at Barrington Rd & Golf Rd.
- The addition at **Ascension Health** continues. Completion is still expected late this year.
- The reconstruction of the **BP gas station** at Barrington Rd and Higgins Rd has been pushing to finish site work before winter.
- The **Home Goods** addition and tenant build-out and **Five Below** build-out both received occupancy and are open for business.
- The addition at the **Stonegate** conference center is complete and occupancy was granted.
- Foundations have been poured at the new **H90 spec building** on Eagle Way.
- Division staff met with a possible buyer of the NIU campus building to evaluate its re-occupancy.



*Seasons*

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

- The building permit for the **Fairgrounds World's Fair** restaurant has been issued. Foundation work on the exterior patio area is underway, while interior work will follow. They are targeting occupancy in spring 2023.
- Several other tenant build-outs and office spaces have received occupancy including "**Ready-to-Wear 2.0**" and **Berkshire Hathaway**.

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

- Staff is finalizing internal changes to the online public portal, eTRAKiT. Public roll-out is expected in January 2023.
- Department staff will be working with the new Communications Manager to develop a public roll-out plan for eTRAKiT once internal testing is complete.

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

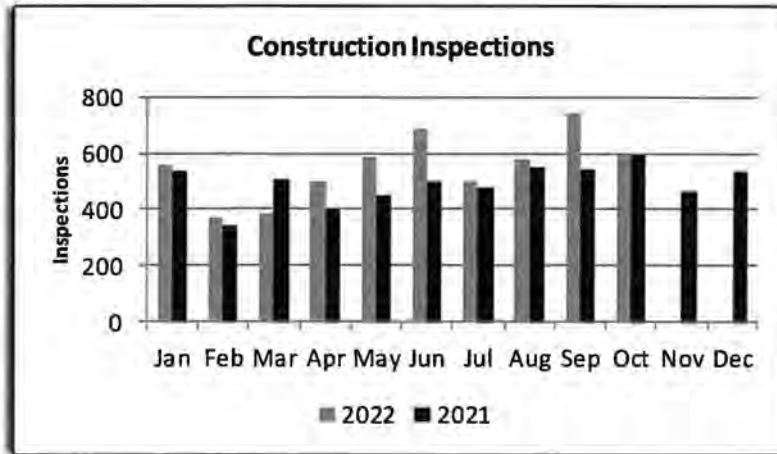
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
43	44	46	52	56	54	83	68	49	48	0	0	543

**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	17	14	28	14	27	0	0	167

**Construction Inspections**

Year	2022	2021
Jan	555	537
Feb	371	342
Mar	385	505
Apr	503	399
May	586	452
Jun	687	498
Jul	502	476
Aug	582	553
Sep	741	540
Oct	592	595
Nov	0	464
Dec	0	537
<b>Total</b>	<b>5504</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 1,910 rental properties registered. This includes 1,243 single family and townhome units (65%) and 667 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 November 1<sup>st</sup>, 1,899 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	135	127	100	132	181	0	0	1345
Reinspections	99	69	89	122	137	145	87	110	83	92	0	0	1033
<b>Total</b>	<b>187</b>	<b>195</b>	<b>220</b>	<b>273</b>	<b>311</b>	<b>280</b>	<b>214</b>	<b>210</b>	<b>215</b>	<b>273</b>	<b>0</b>	<b>0</b>	<b>2378</b>

Inspection Services Performance	October	4 <sup>th</sup> Quarter	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	97%	97%	97%	95% within 24 hr. notice
Percentage of annual rental inspections completed	9%	9%	70%	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	62	62
Jul	61	35
Aug	44	47
Sep	44	50
Oct	14	36
Nov	0	1
Dec	0	0
<b>Total</b>	<b>283</b>	<b>295</b>

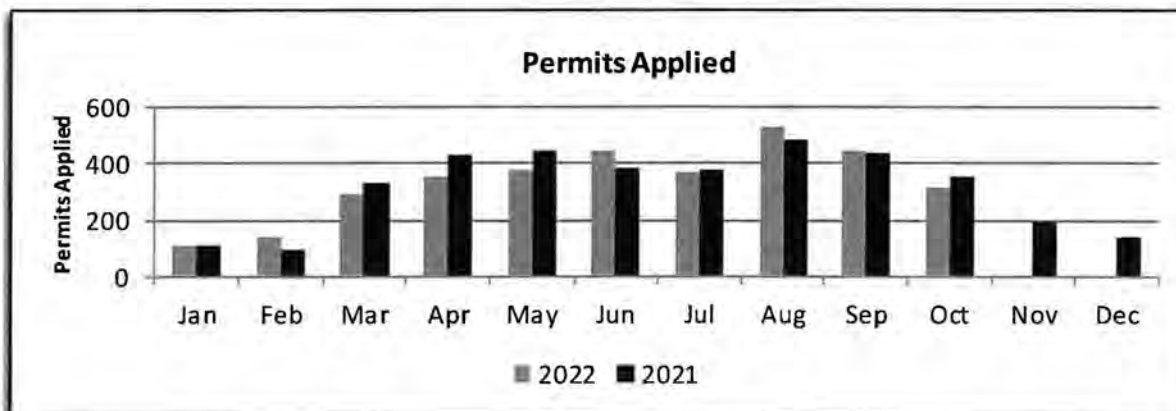


**2022 Permits Issued**

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	1	0	0	0	0	6	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	1	0	0	1	1
Fire	7	9	16	20	5	7	10	16	11	16	0	0	117	112
All Other Permits	114	110	184	245	285	368	271	428	386	265	0	0	2656	3523
<b>2022 Total</b>	<b>121</b>	<b>119</b>	<b>200</b>	<b>266</b>	<b>292</b>	<b>377</b>	<b>281</b>	<b>445</b>	<b>397</b>	<b>282</b>	<b>0</b>	<b>0</b>	<b>2780</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>

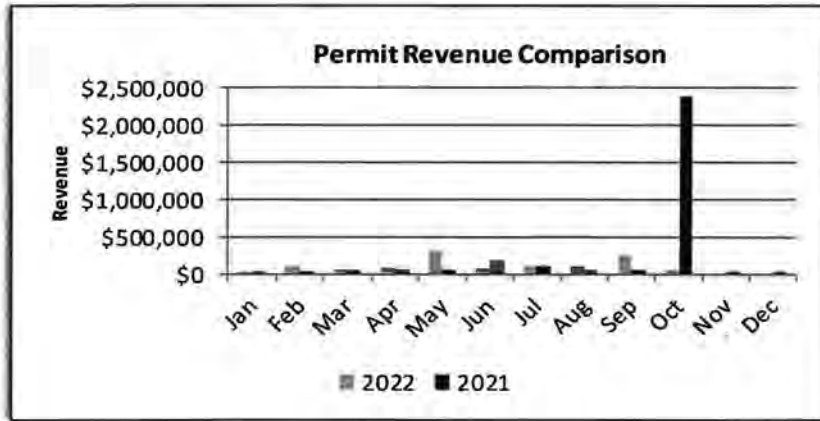
**2022 Permits Applied**

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	113	142	289	351	375	442	366	529	444	313	0	0	3364
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	\$80,330	\$187,474
Jul	\$119,035	\$104,287
Aug	\$111,244	\$72,843
Sep	\$263,637	\$59,863
Oct	\$61,297	\$2,381,009
Nov	\$0	\$38,116
Dec	\$0	\$43,184
<b>Total</b>	<b>\$1,257,530</b>	<b>\$3,117,104</b>



2022 Budget: \$900,000.

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

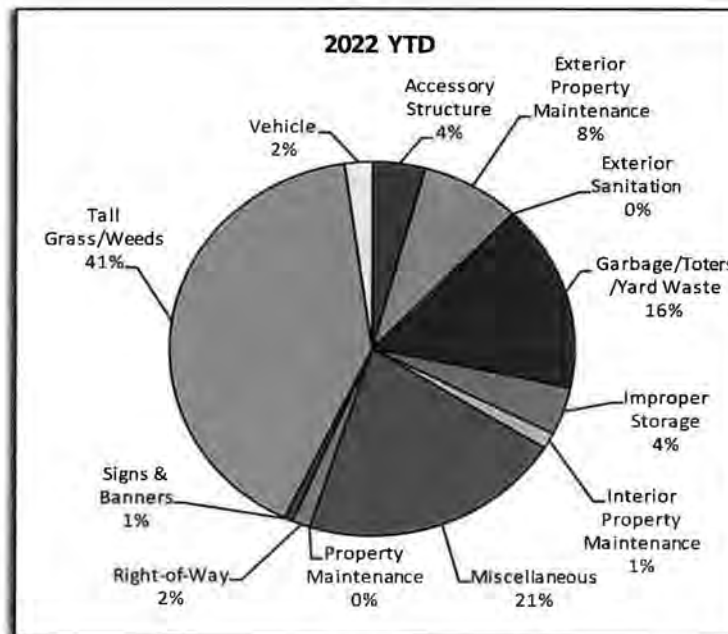
\* The October 2021 increase was due to the Microsoft building permit revenue.

<b>Building Permit Processing Performance</b>	<b>October</b>	<b>4<sup>th</sup> Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Percentage of permits entered in computer within 24 hours of submittal	98%	98%	97%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	98%	98%	97%	95% within 10 days
Percentage of permits processed for issue within 48 hours of plan approval	98%	98%	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	12	4	13	3	5	0	0	52	57
Exterior Property Maintenance	2	0	0	6	17	35	13	14	7	5	0	0	99	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	43	3	5	23	42	0	0	201	48
Improper Storage	2	1	0	4	5	2	0	1	22	15	0	0	52	107
Interior Property Maintenance	1	2	3	2	1	1	0	3	2	2	0	0	17	21
Miscellaneous	8	2	12	22	18	55	65	48	15	18	0	0	263	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	4	3	1	6	0	0	0	18	48
Signs & Banners	1	0	0	0	1	4	2	0	0	1	0	0	9	10
Tall Grass/Weeds	0	0	0	0	175	231	49	36	12	3	0	0	506	385
Vehicle	2	0	2	2	4	7	7	1	3	0	0	0	28	38
<b>2022 Total</b>	<b>31</b>	<b>6</b>	<b>21</b>	<b>56</b>	<b>285</b>	<b>394</b>	<b>146</b>	<b>122</b>	<b>93</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>1245</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	67	37	4	48	23	0	0	234
Code	68	97	45	38	42	70	45	41	175	35	0	0	656
Rental	75	121	77	72	54	48	43	31	77	11	0	0	609
<b>Total</b>	<b>155</b>	<b>218</b>	<b>146</b>	<b>123</b>	<b>102</b>	<b>185</b>	<b>125</b>	<b>76</b>	<b>300</b>	<b>69</b>	<b>0</b>	<b>0</b>	<b>1499</b>

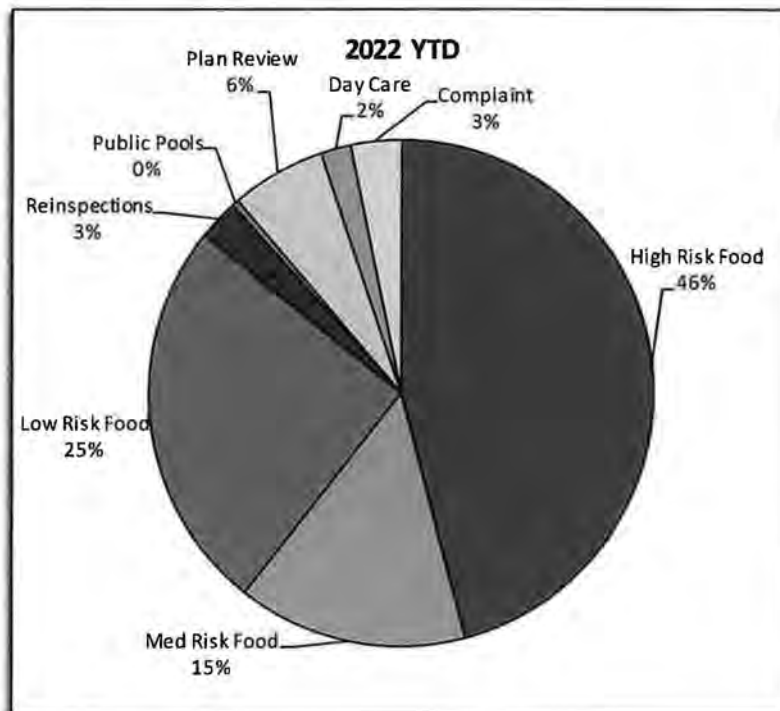
2022 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	79	65	32	55	51	110	75	76	59	49	0	0	651
Rental	46	58	89	60	52	44	46	56	54	79	0	0	584
<b>Total</b>	<b>125</b>	<b>123</b>	<b>121</b>	<b>115</b>	<b>103</b>	<b>154</b>	<b>121</b>	<b>132</b>	<b>113</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>1235</b>

Inspection Services Performance	October	4 <sup>th</sup> Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	97%	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	3	34	34	1	0	22	50	0	0	212
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	40	58	5	1	0	0	116
Reinspections	1	2	1	2	1	1	1	1	1	1	0	0	12
Public Pools	0	0	0	0	1	0	1	0	0	0	0	0	2
Plan Review	3	0	5	2	3	2	3	1	7	2	0	0	28
Day Care	0	0	4	5	0	0	0	0	0	0	0	0	9
Complaint	4	0	3	0	2	0	0	2	3	1	0	0	15
<b>Total</b>	<b>45</b>	<b>33</b>	<b>58</b>	<b>38</b>	<b>47</b>	<b>40</b>	<b>46</b>	<b>62</b>	<b>38</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>462</b>



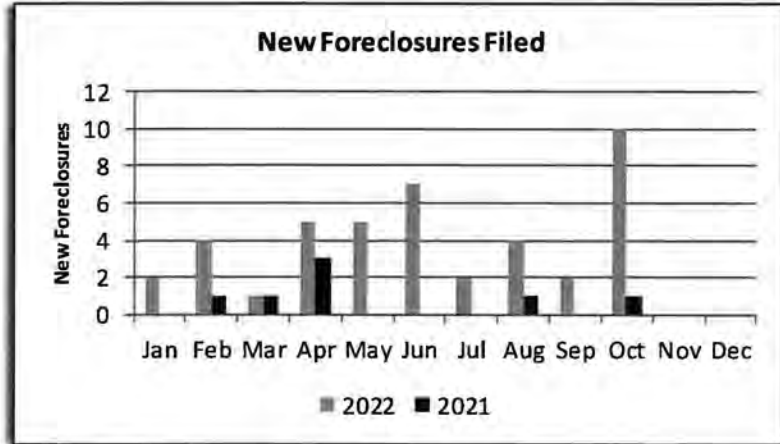
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations 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	October	3 <sup>rd</sup> Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	10%	10%	88%*	100% of total

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

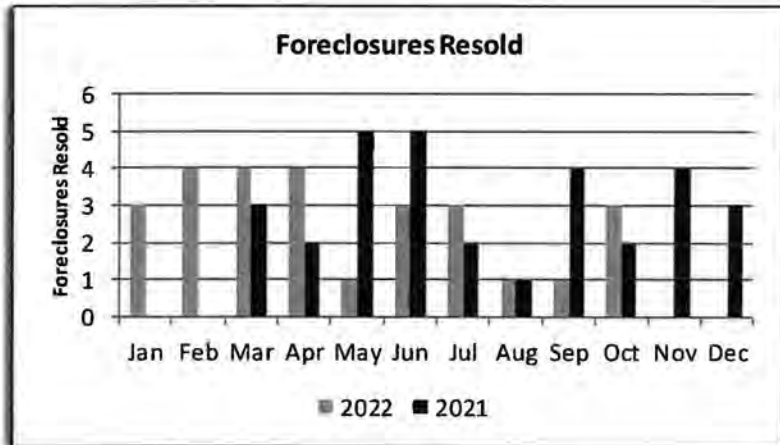
**New Foreclosures Filed**

Year	2022	2021
Jan	2	0
Feb	4	1
Mar	1	1
Apr	5	3
May	5	0
Jun	7	0
Jul	2	0
Aug	4	1
Sep	2	0
Oct	10	1
Nov	0	0
Dec	0	0
<b>Total</b>	<b>42</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	3	2
Aug	1	1
Sep	1	4
Oct	3	2
Nov	0	4
Dec	0	3
<b>Total</b>	<b>27</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

November 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 the Village on social media and built a network to share about projects within the Village.
- Completed all staff liaison duties for the Arts Commission by attending events, organizing sign-up pages for fall events, and updating the digital subscriber database.
- Continued to assist the organization in planning the annual gala to be hosted at Bell Works on Thursday, November 17<sup>th</sup>. Also monitored the progress of Tri-Modern Health through the NLNW program with Coach Williams. CPATAX Services Inc's, GiGi Jover-Ledesma, graduated from the program with her growth plan and certificate as seen in *Figure 1*.
- Finalized the Economic Development Strategic Plan, which received a recommendation of approval from the Economic Development Commission on November 7<sup>th</sup>. This is on the agenda for review by PBZ on November 14<sup>th</sup>.
- Worked to redesign the economic development pages of the website.
- Coordinated with Legal to draft a new Class P liquor license for Church Street Brewing to open a pop-up beer garden concept in Bell Works.
- Organized and attended a CEO Breakfast Roundtable hosted by the Economic Development Commission at Bystronic. The discussion was attended by 15 business leaders and executives.
- Also coordinated and attended the EDC Business Appreciation event held at Oktoberfest Bell Works on October 26<sup>th</sup>.
- Staff attended the ICSC show in Chicago this past month. The event, attended by over 1,200 people, came back after a three-year hiatus. The event included the standard 10'x10' booth space and 10 meetings plus several more people stopping by the booth to reconnect and say hello. Overall, it was a good local event to promote Hoffman Estates.
- Economic Development staff attended the:
  - Monthly Hoffman Estates Board and Chamber Membership Committee meetings
  - Monthly NLNW Board and Design Team meetings
  - Annual Lambda Alpha New Member Initiation and Awards Ceremony
  - Ribbon Cuttings of new businesses in Hoffman Estates



*Figure 1*

- Quarterly Association of Industrial Real Estate Brokers Lunch and Learn
- 7x24 Data Center Fall Event

## Tourism

- **Changes in Hospitality Community - New Faces**  
Emerging from COVID restrictions, there is a return of the corporate traveler and more events being booked that draw tourism to the nine Village hotels. Hotels are experiencing rapid turnover in pivotal roles however which creates difficulty in consistency; Jamie Trumble is the new Director of Sales at the Chicago Marriott NW, Ashley Laurence is the new GM at MainStay Suites and Timothy Bailey is the new Director of Sales at the Hampton Inn and Suites. Cindy Glavin has resigned as Director of Sales at the Hilton Garden Inn. The Tourism Office met with these new faces and updated each on future events, top & targeted accounts, and existing contracts their predecessor signed on behalf of their hotel.
- **Ken Kraft Midlands Wrestling Tournament – December 28-31, 2022 - NOW Arena**  
Teams continue to book reservations at partner hotels. The Tourism Office coordinates sourcing available rooms with 2 beds to facilitate reservations.
- **2023 US Classic – U.S. Gymnastics - NOW Arena - August 2023**  
U.S. Gymnastics announced the return of the U.S. Classic to the NOW Arena once the Village had secured the required number of hotel rooms for their participating teams. Hoffman Estates hotels had previously committed their rooms with 2 beds to the Willow Creek Leadership Summit that takes place the first weekend of August, so this was challenging. Due to the extraordinary concessions their housing authority required (commissions, rebates, comps, reduced staff rooms, free meeting space), many of our hotels declined to offer rooms. Chicago Marriott NW (as host to this event) and Holiday Inn Express offered a combined total of 100 rooms. Peak night required 185 rooms. To meet the groups peak room night needs, the Tourism Office brought in 4 hotels from Schaumburg facilitated by MEET Chicago NW CVB.

### Webinars

- How and why to make company off-sites (meetings) happen now
- How to fix broken traveler experiences
- Effective marketing strategies
- Managing travel in the moment

### Meetings/Activities

- Economic Development update meeting
- Bell Works - researching event planners to create craft shows during the Holiday season, if possible
- Senior Commission meeting
- 4th of July Commission meeting
- Consultation with Holiday Inn Express sales team
- Assist Hampton Inn with guest complaint
- Circulate Police Incident Reports
- Consult with Comfort Inn - code violations
- Monthly call with MEET Chicago NW CVB - US Gymnastics
- Elgin/Fox Valley CVB - Poker Tournament at Grand Victoria Casino - provide overflow rooms



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Kevin Kramer, Director of Economic  
Development



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Linda Scheck, Director of Tourism & Business  
Retention