



Meeting Members:
Gary Stanton, Chairperson
Karen Arnet, Vice-Chairperson
Patrick Kinnane, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
William McLeod, Mayor

Village of Hoffman Estates

Planning, Building and Zoning Committee Meeting Agenda

July 3, 2023

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

If online, insert URL.

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- I. Roll Call
 - II. Approval of Minutes - June 12, 2023
 - III. Public Comment

REPORTS (INFORMATION ONLY)

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

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

June 12, 2023

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Alan Wenderski, Dir. of Engineering
Jennifer Horn, Dir. Planning and Trans
Peter Gugliotta, Director of Dev. Services
Patrick Seger, Director HRM
Bryan Ackerlund, Director of Code Enf.
Alan Wax, Fire Chief
Suzanne Ostrovsky, Asst. Village Mgr.
Ric Signorella, Multi Media Production Mgr.**

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

II. Approval of Minutes

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve the Planning, Building & Zoning Committee meeting minutes of May 8, 2023. Voice vote taken. All ayes (Abstain: Arnet). Motion carried.

III. Public Comment

NEW BUSINESS

- 1. Request by Commonwealth Edison (ComEd) for approval of a License Agreement for underground electric distribution lines in the Pembroke Avenue, Eagle Way, Lakewood Boulevard rights-of-way to serve the Microsoft Corporation Data Center on Lakewood Boulevard.**

An item summary sheet from Peter Gugliotta was presented to Committee.

David Alvarez with ComEd explained the process and stated that the distribution lines will be routed underground installation will involve temporary phased roadway lane closures and removal/replacement of pavement. The Village retains the right to require permits for the installation of the distribution lines, including the collection of engineering fees to cover plan review and inspection costs.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve request by Commonwealth Edison (ComEd) of a License Agreement for underground electric distribution lines in the Pembroke Avenue, Eagle Way, Lakewood Boulevard rights-of-way to serve the Microsoft Corporation Data Center on Lakewood Boulevard. Voice vote taken. All ayes. Motion carried.

2. Request by 5a7 LLC for approval to extend the deadline for existing uses to remain on the Plum Farms 16-acre property at the northwest corner of Higgins Road and Old Sutton Road.

An item summary sheet from Peter Gugliotta was presented to Committee.

Peter Gugliotta addressed the Committee and reported that the Development Agreement for the 16-acre parcel at the northwest corner of Route 72 and Old Sutton Road included a two-year deadline to remove the pre-existing outdoor storage and material sales uses from the property. In 2019, the owner requested approval to extend the deadline for three years to May 2022. The approval has expired. The property owner is now proposing an additional extension that would allow the existing to remain until the date of a sale by the owners, or June 30, 2027.

Anthony Iatarola, owner, addressed the Committee and reiterated the request since a recent sale of the property fell through. The extension would enable ownership to continue leasing the commercial portion of the property and provide cash flow that is needed.

Mayor McLeod expressed that he does not favor extending the date and that the property is in a constant state of disrepair and is an eyesore. Trustee Mills agreed.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve request by 5a7 LLC to extend the deadline to June 2027 for existing uses to remain on the Plum Farms 16-acre property at the northwest corner of Higgins Road and Old Sutton Road.

Motion by Trustee Pilafas, seconded by Trustee Mills, to withdraw the motion.

Motion by Mayor McLeod, seconded by Trustee Newell, to deny the request to extend the deadline to June 2027. Roll call vote taken. Ayes: McLeod, Newell; Nays: Stanton, Arnet, Mills, Pilafas. Motion failed.

Trustee Stanton suggested a period of three years for the extension.

Motion by Trustee Mills, seconded by Trustee Stanton, to approve request to extend the deadline for three years, from May 2023 to May 2026. Roll call vote taken. Ayes: Stanton, Arnet, Mills, Pilafas; Nays: McLeod, Newell. Motion carried.

3. Request approval of an ordinance amending Section 11-1-1 (building codes adopted), Section 11-1-2 (amendments of code adopted), Section 11-7-1 (schedule), and Section 7-10-7 (obstruction upon right-of-way) of the Hoffman Estates Municipal Code.

An item summary sheet from Bryan Ackerlund was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve an ordinance amending Section 11-1-1 (building codes adopted), Section 11-1-2 (amendments of code adopted), Section 11-7-1 (schedule), and Section 7-10-7 (obstruction upon right-of-way) of the Hoffman Estates Municipal Code. Voice vote taken. All ayes. Motion carried.

- 4. Request by Remington Molecular for approval of a minor site plan amendment to allow a temporary mobile MRI unit for the property located at 3200 W. Higgins Road.**

An item summary sheet from Kevin Anderson and Jennifer Horn was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve request by Remington Molecular for a minor site plan amendment to allow a temporary mobile MRI unit for the property located at 3200 W. Higgins Road. Voice vote taken. All ayes. Motion carried.

- 5. Request by 2601 Pratum LLC for approval of a plat of easement for an existing watermain for the property located at 2601 Pratum Avenue.**

An item summary sheet from Kevin Anderson and Jennifer Horn was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Arnet, to approve request by 2601 Pratum LLC for a plat of easement for an existing watermain for the property located at 2601 Pratum Avenue. 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.

IV. President's Report

Mayor McLeod asked for a moment of silence for the two high school graduates that were killed in a horrific crash at Barrington and Higgins Road on Saturday morning.

Mayor McLeod reported that the Village and the Police Department will be hosting a series of community meetings and the first meeting will be held on June 14 at 7pm at the Willow Creek Rec Center on Algonquin Road.

Mayor provided an update on his activities which included attending a Celtic Fest Commission meeting, a town hall with Rep. Moeller, a NWMC Executive Board meeting and an Economic Development Commission meeting. The Mayor also attended a Schaumburg Airport meeting which included the opening of a time capsule.

- V. Other**
- VI. Items in Review**
- VII. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 7:47 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date



VILLAGE OF HOFFMAN ESTATES

DEPARTMENT OF DEVELOPMENT SERVICES

PLANNING DIVISION MONTHLY REPORT

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE

BY: Jennifer Horn, Director of Planning and Transportation 

July 2023

GENERAL UPDATES

- ◆ Planning staff continues to participate in the transition of the Village's GIS platform to a new enterprise system and server. Data cleanup and map migration efforts are ongoing.

ZONING & DEVELOPMENT CODE UPDATE PROJECT STATUS



- ◆ A Public Open House was held on **Wednesday, June 21, 2023**. The Village promoted the project through a press release, news items on the website, e-news, the project website, social media, and physical flyers. A summary of the Open House is now posted on www.vohezoning.org.
- ◆ Immediately following the Open House, the Planning and Zoning Commission received a presentation from the consultant on the Findings and Recommendations Report, the first deliverable of the project. The Commission asked questions of the consultant team, and provided their feedback on the recommendations made in the report. It is anticipated that the Planning, Building & Zoning Committee will receive this presentation at their August meeting.
- ◆ The project website is live at www.VOHEzoning.org. Interested parties can learn more about the project, an overview of what zoning is, and provide feedback to staff and the consultant team through an online form. The project website has been communicated via the Village website, Citizen articles, and will be via other means over the course of the project.

Zoning Code Update Timeline



ACTIVE PLANNING PROJECTS

Project	Address	Status	PZC or PBZ	VB
			Meeting	Meeting
Sensient Building Addition Ph.2	5115 SEDGE BLVD	APPROVED	6/7/23	6/19/23
Dar-UI-Ilm Special Use	2360 LAKEWOOD BLVD	APPROVED	6/7/23	6/19/23
Public Utilities Easements	2601 PRATUM AVE	APPROVED	6/12/23	6/19/23
Temporary Mobile MRI	3200 W HIGGINS RD	APPROVED	6/12/23	6/19/23
Plum Farms Development Agreement Amendment	4800 W HIGGINS RD	CONTINUED	6/12/23	7/17/23
Deck Replacement Variation	1680 JEFFERSON RD	PUBLIC MEETING	6/21/23	7/3/23
Hyatt Place Ownership Transfer Special Use	2750 GREENSPOINT PKWY	PUBLIC MEETING	7/5/23	7/17/23
LOVA Cannabis Dispensary	1795 N BARRINGTON RD	PUBLIC MEETING	7/5/23	7/17/23
Tollway Maintenance Facility IGA	557 W CENTRAL RD	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		
Beverly Property Mass Grading	2601 BEVERLY RD	UNDER REVIEW		
Site Development including Site Plan for Starbucks	80 W HIGGINS RD	UNDER REVIEW		
Belle Tire	1400 GANNON DR	UNDER REVIEW		
Advocate Medical Facility	4847 & 4815 HOFFMAN BLVD	UNDER REVIEW		
LOVA Cannabis Dispensary	1795 N BARRINGTON RD	UNDER REVIEW		
Hoffman Village Master Sign Plan Amendment	2575 W GOLF RD	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
Macaroni Grill Redevelopment	2575 W HIGGINS RD	PENDING
Plum Farms Mixed Use	4800 W HIGGINS RD	PENDING
Umiya Dham (Hindu Temple and SF Homes)	SEC ROHRSSSEN / GOLF RD	PENDING
The Jade Apartment Concept	2354-2360 HASSELL RD	PENDING
Governor's Square Apartment Concept	2170-2190 W HIGGINS RD	PENDING
Barrington Square Lot 9 Apartments (The Prime Co.)	2300 W HIGGINS RD	PENDING
Barrington Square Sanitary Sewer Easement	BARRINGTON SQUARE AND BLACKBERRY FALLS	PENDING
Barrington Square Lot 5 (old BK)	2360 W HIGGINS RD	PENDING
Retail Building Concept	2 E HIGGINS RD	PENDING
Retail Building Concept	4619 HOFFMAN BLVD	PENDING
The Preserve Apartments	1001 N BARRINGTON RD	PENDING

MONTHLY PLANNING PROJECT ACTIVITY

Projects Submitted by Type	June	2023 YTD
Pre-Development		3
Agreement	1	1
Annexation		
Courtesy Review		1
Easement		
Master Sign Plan		2
Plat of Subdivision		3
Other Plat		
RPD Amendment		
Site Plan Review		12
Special Use		6
Text Amendment		1
Rezoning		
Variation		3
Total	1	32
FOIA Processed	1	14
Zoning Verification Letters		6
Building Permits Reviewed by Planning	74	280

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	June		Year to Date	
Number of administrative/staff review site plan cases completed	0	0%	4	36%
Number of PZC site plan cases processed	1		7	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

Site Plan Review Timing	June		Year to Date	
Number of cases processed within 105 days	1	100%	8	100%
Annual goal is to complete 100% of cases within 105 days				



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE

BY: Bryan Ackerlund, Director of Building & Code Enforcement *BA*

July 2023

GENERAL ACTIVITIES

- On June 4, 2023 through June 7, 2023, Bryan Ackerlund attended the Central Square Annual Conference in Nashville, Tennessee. This conference served highly beneficial to coordinate on and discuss Village needs of the Community Development product (formerly TRAKiT). The event also served as a great way of networking with other communities using the software to understand best practices and collaborating on ways to advance our operations.
- On June 7th 2023, Sanyo Kapur presented the President's report during NWBOCA virtual board meeting.
- On June 13, 2023. Bryan Ackerlund and Sanyokta Kapur attended a NWBOCA virtual training session on Legislative Updates and Drowning Prevention Program.
- The Building Code update to the 2021 International Codes and the 2020 National Electrical Code was approved by the Village Board on June 19, 2023. These updates are a vital process for the division to continue administering the most current, effective, and safest building codes to our residents and businesses. These codes will become effective on July 1, 2023 for all permit submittals.
- A joint effort was had between Code Enforcement, Fire Department, and Public Works to respond to a structural issue at Ascension St. Alexius Medical Center. Code Enforcement and SAMC staff are coordinating on a permanent resolution to the issue while maintaining a safe zone around the area.
- The **Seasons of Hoffman Estates** apartment complex continues construction with all building in various stages. They will be looking for occupancy in the coming months as they finish the clubhouse and begin leasing sales.
- Pending contractor registration, **Microsoft** will begin construction of the remaining build-outs in building 1 by November. The permit for the Microsoft substation has also been approved and is awaiting issuance.
- The **Popeye's** on Golf Rd is awaiting ComEd for permanent power connections while they continue exterior site work. They are expecting occupancy by September 2023.
- **Dunkin'** on Algonquin Rd. is advancing on exterior coverings and site work, including curbs and flatwork. They are awaiting ComEd for permanent power connections. They are targeting occupancy by September 2023.
- The reconstruction of the **BP gas station** at Barrington Rd and Higgins Rd will be receiving occupancy in July.
- **ComEd** received their building permits and construction has begun on the Pembroke Ave. substation expansion.
- **Belle Tire** on Hoffman Blvd. is progressing very well and will be targeting occupancy this summer.

Bell Works Construction Update:

- Construction of the **Fairgrounds World's Fair** restaurant has concluded and occupancy has been granted. A ribbon cutting ceremony was held on June 7, 2023 and they are officially open to the public.
- **Club Colors** is finalizing their 50,000 sf build-out over two floors withing Bell Works. They were recently given occupancy for a portion of their light manufacturing space.
- Initial discussions are beginning for the building's west side activation. Village staff is coordinating to produce a comprehensive plan of interior and exterior requirements for Bell Works ownership. This will include items such as property maintenacne, building code requirements, occupancy, site plan review, and full campus connectivity.

END-OF-MONTH SUMMARIES

Due to the timing of the Committee meeting this month, the end-of-month summaries are not available at this time. A follow up report with totals through the end of July will be distributed once available.

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT



July 2023

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.
- Promoted and attended the NLNW Financial Literacy Seminar presented by Wintrust at the Prairie Center for the Arts. This free event was geared to educated past, present and future NLNW grads. There were around 20 people in attendance and the organization hopes to host more free informational seminars for small businesses. *See photo to the right.*
- Staff continued the revival of the Business Retention and Expansion program by meeting with four hotel businesses in the past month. The goal of these is to have an intentional touchpoint with major businesses in the community in order to facilitate growth or become aware of issues before they rise to problems.
- Staff began the review of the Lakewood TIF 3rd reimbursement request. Due to the large size of the project and the many TIF eligible expenses this review typically takes several weeks.
- Attended the GCAMP/VIA networking event at Revv Aviation facility in Sugar Grove. Met several new manufacturers and even the owner of Revv who also owns a commercial real estate development company. *See photos of the event to the right.*
- Completed all liaison duties for the Arts Commission including processing contracts, distributing flyers for the summer concerts, attending the first concert and attending the meeting. The next concerts are July 6 – Big Dog Mercer; July 13 – Jose Valdes and the Mambo All Stars; July 20 – Classical Blast; July 27 – The Stingrays; and August 3 – Stevie Swing and the Sinatra Experience.
- Economic Development staff attended the:
 - Monthly Hoffman Estates Chamber Board and membership meetings.



Tourism

- **Hotel Tax Revenue Comparative - May 2022-May 2023**

In May 2022, total hotel tax revenues directly reported were \$ 111,165.00. In May 2023, revenues were \$104,604.58, a decrease of \$6,560.42. Online hotel tax revenues in May 2022 were \$1,956.81. In 2023, May online hotel tax was \$2,011.85, an increase of \$55.04. Comparing individual hotel reported revenues, the greatest losses to Chicago Marriott NW (-\$5,110.16), MainStay Suites (-\$2,234.48), Holiday Inn Express (-\$972.69), Comfort Inn (\$-451.85), and Hyatt Place (\$-94.17). Increased revenues were seen at Country Inn (+\$1,033.91), Red Roof Inn (+\$978.84), Hilton Garden Inn (+\$526.99), and Hampton Inn (+\$60.32). Staff will meet with the hotels that experienced slippage year over year to determine how to bolster their occupancy or drive rate further.

- **Potential NOW Arena Events (working on to secure lodging for hotels)**

- Mid-West regional Synchronized Skating - January/February 2025

NOW Arena needs to receive the game schedule for Windy City Bulls to determine if the Arena would be available and determine if Staff can guide their play schedules in 2025 to secure the desired dates to bid on this regional event.

- Woman's Big Ten Basketball Tournament - March 2025

NOW Arena is looking into bringing this event back in 2025. A regional occupancy draw, this event brought over 1,000 room nights to Village hotels in 2013, and another 1,000+ room nights to hotels outside Hoffman Estates due to their request for team lodging in full-service hotels.

- **Festivals in 2023**

- Fit for America (now STARS & STRIPES) Saturday, June 24, 2023 - Bell Works

Thankfully the races are held in early morning hours so temperatures had not yet reached the anticipated 92 degrees. With over 1,100 runners signed up pre-event, organizers were able to track they came in from 23 states. Once Staff receives the hotel tax revenues for June 2023, a determination can be made if there was an appreciable spike in occupancy at the 7 hotels along Barrington Road. Speaking with these hotels, each noted seeing groups of runners, but most booked on deep discount sites so it is difficult to track specific numbers attributed to this event. Typically, the event welcomes VIP runners from Angouleme, France who are given free registration to the running event of their choice. Unfortunately, no one could attend this year. Instead, Staff registered members of the Sister City Commission, set up a pop-up tent for their display, and arranged for the Mayor to stop by their tent for pictures and a brief video celebrating our 35-year relationship with Angouleme. *See the photo to the right.* Attended a meeting with All Community Events to brainstorm additional events that could regrow our event to a full weekend to increase tourism.



- NW 4th Fest - July 1-2, 2023 (outside at Village Green Hideaway, and NOW Arena)

Staff confirmed 8 food vendors in the food vendor tent, and 2 additional food trucks for 2023. Space restrictions caused the Village to decline the participation of many more vendors that requested to participate. Organizers are placing the main food tent in the intersection of Prairie Stone Parkway and Hoffman Boulevard to see if it improves congestion at the main fest site while improving sales for the vendors. Kona Ice and My Cocina food trucks are being placed adjacent to the dining tent and free kid's

activities on the main fest site. Volunteer nonprofits and scouting troops have been confirmed for all shifts for dining tent clean up July 1-2. Ms. Scheck will be announcing the parade on July 1, prior to opening the vendors at noon.

○ *Celtic Fest 2023 - August 12, 2023 - Village Green/Hideaway Brew Garden*

A large tent will hold the marketplace vendors, face painter, and balloon artists. A stage will be set up in the marketplace tent to create a performance area for the Celtic dance groups. The Commission is using the Hideaway stage for musical performers. Live animal activities, Soul Harbour mini horses, Wings and Talons birds of prey, and Great Lakes Irish Wolfhounds will be in the Kata tents to keep them away from noise and congestion in the marketplace tent. The trackless train, inflatable slide, and bungee jumps for the kids and axe throwing area for the adults will be onsite. The Windy City Bulls are using their own pop up tent hosting their Wheel of Fortune game. Fest sets up from 8:00am to 1:00pm, opens to the public from 1:00pm to 6:00pm then, live entertainment continues at the Hideaway until 11:00pm.

Webinars

- Digital Delivering the Business Travel Experience

Meetings/Activities

- Tourism/ED meeting
- 4th of July Commission meeting
- Celtic Fest Commission
- Assisted Hampton Inn with disruptive guest issue - gypsies using digital check in got past front desk without presenting physical ID
- Met with Hampton and Hilton Garden to request they seek variance from their brand to eliminate their digital check in app
- Circulate Police Incident Reports to hotels
- Met with Hyatt Place to expedite special use application completion
- Participated in Active Threat training
- Lunch with Chamber Board and President to brainstorm ideas to bring businesses that produce occupancy into membership
- Met with new Bell Works tenant (SquadHelp) to provide contacts and ideas to market themselves effectively
- Call with Lee & Associates who are looking to attract a new hotel to the west side
- Provided marketing support to Advanced Wellness MedSpa



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention