

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 & Zoning Committee Meeting Agenda

November 13, 2023

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

- I. Roll Call**
- II. Approval of Minutes – October 9, 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**

October 9, 2023

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Patrick Seger, Director HRM
Alan Wenderski, Dir. Engineering
Peter Gugliotta, Director of Dev. Services
Joe Weesner, Senior Trans. Engineer
Ric Signorella, Multimedia Manager
Missy Brito, Communications Mgr.
Suzanne Ostrovsky, Asst. Village Manager**

The Planning, Building & Zoning Committee meeting was called to order at 7:03 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Kinnane, to approve the Planning, Building & Zoning Committee meeting minutes of September 11, 2023. Voice vote taken. All ayes. Motion carried.

III. Public Comment

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

Motion by Trustee Kinnane, seconded by Trustee Arnet, to adjourn the meeting at 7:05 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 *Jennifer Horn*

November 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.
- ◆ Planning staff participated in the first ERP Replacement Project Software Demo by BS&A.
- ◆ Transportation and Long-Range Planner, Phil Green, and Community Planner, Michael Walker, participated in the International Economic Development Council Basic Economic Development Course. The goal of this course is to provide students with basic economic development training. Both Phil and Michael have obtained certificates of completion.
- ◆ Planning Staff began the review of Proposals submitted for the Development of a Comprehensive Multimodal Transportation Plan. Interview of final candidates is anticipated to happen in early November with the candidate being finalized in early December.

ZONING & DEVELOPMENT CODE UPDATE PROJECT STATUS



- ◆ The Planning, Building & Zoning Committee unanimously moved to support the drafting of a new Unified Development Ordinance based on the findings and recommendations presented to them at their August 7, 2023 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
- ◆ Drafting is ongoing with staff review of the first completed chapters anticipated in mid-November. The consultant team are drafting based on direction provided by the Planning, Building & Zoning Committee. Community engagement remains ongoing and additional public comment emails continue to be received.

Zoning Code Update Timeline



ACTIVE PLANNING PROJECTS

Project	Address	Status	PZC or PBZ Meeting	VB Meeting
Pilates Studio Special Use	1055 W GOLF RD	PUBLIC MEETING	11/15/23	11/20/23
Microsoft Data Center Phase 2 (CHI06)	2190 LAKEWOOD BLVD	UNDER REVIEW		
Jade Residences	2360 HASSELL 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		
Frank Whiteley School Addition	4335 HAMAN AVE	UNDER REVIEW		
Scooters Coffee	2 E HIGGINS RD	UNDER REVIEW		
Restaurant Mall (Moretti's) Master Sign Plan	2475 W HIGGINS RD	UNDER REVIEW		
Sommet Living at Barrington Square (The Prime Co.)	2300 W HIGGINS RD	UNDER REVIEW		
Barrington Square Sanitary Sewer Easement	BARRINGTON SQUARE	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 HIGGINS RD	PENDING
Plum Farms Mixed Use	4800 W HIGGINS RD	PENDING
Barrington Square Lot 5 (old BK)	2360 W HIGGINS RD	PENDING
Retail / Restaurant Building Concept	4619 HOFFMAN BLVD	PENDING
Harvest Community Church Parking Lot Expansion	2060 – 2080 STONINGTON AVE	PENDING
Sears Campus Redevelopment	3333 BEVERLY RD	PENDING

MONTHLY PLANNING PROJECT ACTIVITY

Projects Submitted by Type	October	2022 YTD
Pre-Development		4
Agreement		3
Annexation		1
Courtesy Review		1
Easement		
Master Sign Plan		3
Plat of Subdivision		6
Other Plat		
RPD Amendment		
Site Plan Review	3	23
Special Use	1	8
Text Amendment		7
Rezoning		
Variation		4
Total	4	50
FOIA Processed	4	39
Zoning Verification Letters	1	14
Building Permits Reviewed by Planning	56	523

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	October		Year to Date	
Number of administrative/staff review site plan cases completed	1	100%	8	44%
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	19	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

November 2023

GENERAL ACTIVITIES

- On October 3, 2023, Tricia Morandi completed her test prep for the International Permit Technicians training at the Building & Fire Code Academy.
- On October 8, 2023, David Banaszynski inspected the food truck at Lifechangers event.
- On October 10, 2023, Sanyo Kapur attended the NWBOCA seminar on Mechanical Insulation, Asbestos Identification, and Methods of Firestopping in Schaumburg.
- On October 16-20, 2023, David Banaszynski taught food safety classes and proctored an exam for the Head Start program in Puerto Rico.
- On October 21, 2023, David Banaszynski inspected Family Fest at Fabrini Park.
Bryan Ackerlund continued involvement with various projects such as the construction manager interview process for the new fire station #21 and Village Green concessions & restroom expansion.
- With the upcoming retirement of Chief Building Inspector, Jeff Mattes, at the end of the year, succession and continuity of operations planning began. Anthony Knuth was promoted to Lead Building Inspector on November 1, to fill Jeff's vacancy. Anthony brings a great deal of knowledge, experience, and leadership to the position and was an obvious choice for succession. With Anthony's promotion, it leaves the Building Inspector position vacant, which we are actively recruiting for now.
- The **Seasons of Hoffman Estates** apartment complex received occupancy for its clubhouse and first residential building. Leasing efforts are underway for fall move-ins and construction on the remaining buildings will continue throughout 2023 and into 2024.
- **Microsoft** is expecting to begin construction of the remaining buildouts in building 1 by early 2024. Microsoft is also actively constructing their on-site substation to provide permanent power to the data centers. The permit for building 2 is expected to be submitted in early 2024, subsequent to Village Board site plan approval.
- Staff continues to be involved in developing criteria for demolition and construction phasing of the **Compass** data centers to ensure a safe site and a smooth process for all parties involved.
- The **Popeye's** on Golf Rd is expecting occupancy in fall 2023.
- **Dunkin'** on Algonquin Rd. is awaiting MWRD sign off. They are targeting occupancy in fall 2023.
- **ComEd** is continuing construction on the Pembroke Ave. substation expansion.
- Construction on the new **Advocate** outpatient facility will soon begin on Hoffman Blvd. in Prairie Stone.

Bell Works Construction Update:

- There has been a few new occupancies issued and several tenant spaces are under construction throughout the east side.
- Staff is working with Bell Works to bring their emergency evacuation plans up to date with all the recent buildouts.

Central Square Community Development Software Update:

- Staff continues to troubleshoot any remaining software issues and has been making significant progress. Staff is working with Central Square to implement the newest version of the software. This will help resolve several of our longstanding issues.

2023 Code Enforcement Freedom of Information Act Requests Processed

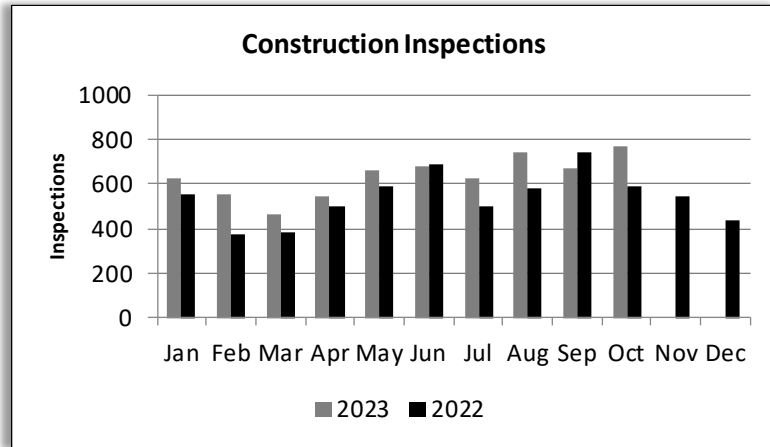
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
28	30	36	31	54	50	50	45	52	41			417

2023 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
15	7	19	10	38	17	25	31	12	18			192

Construction Inspections

Year	2023	2022
Jan	628	555
Feb	555	371
Mar	468	385
Apr	544	503
May	657	586
Jun	676	687
Jul	625	502
Aug	743	582
Sep	671	741
Oct	770	592
Nov		541
Dec		441
Total	6337	6486



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 1,892 rental properties registered. This includes 1,227 single family and townhome units (65%) and 665 condominium units (35%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 17, 2022 to all rental properties. The deadline to submit payment and update registration information was January 16, 2023.
- As of November 2nd, 1,862 properties have renewed.

2023 Rental Inspections

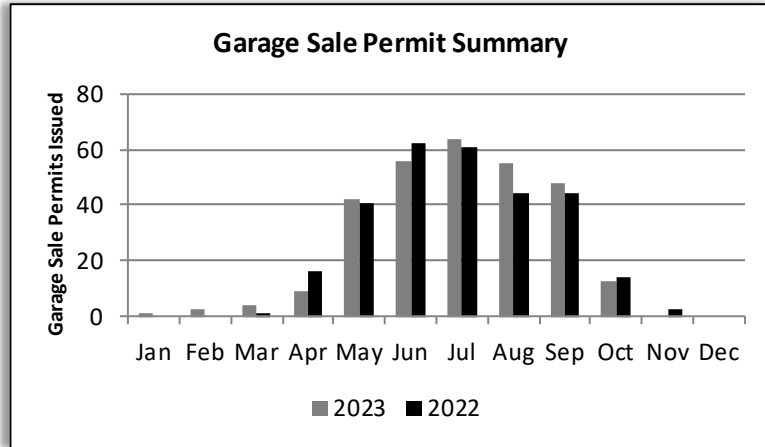
Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	219	129	185	140	187	132	143	208	72	46			1461
Reinspections	164	184	138	155	129	142	109	121	125	94			1361
Total	383	313	323	295	316	274	252	329	197	140	0	0	2822

Inspection Services Performance	October	4 th Quarter	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	97%	97%	98%	95% within 24 hr. notice
Percentage of annual rental inspections completed	2%	2%	77%	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	2023	2022
Jan	1	0
Feb	3	0
Mar	4	1
Apr	9	16
May	42	41
Jun	56	62
Jul	64	61
Aug	55	44
Sep	48	44
Oct	13	14
Nov		3
Dec		0
Total	295	286

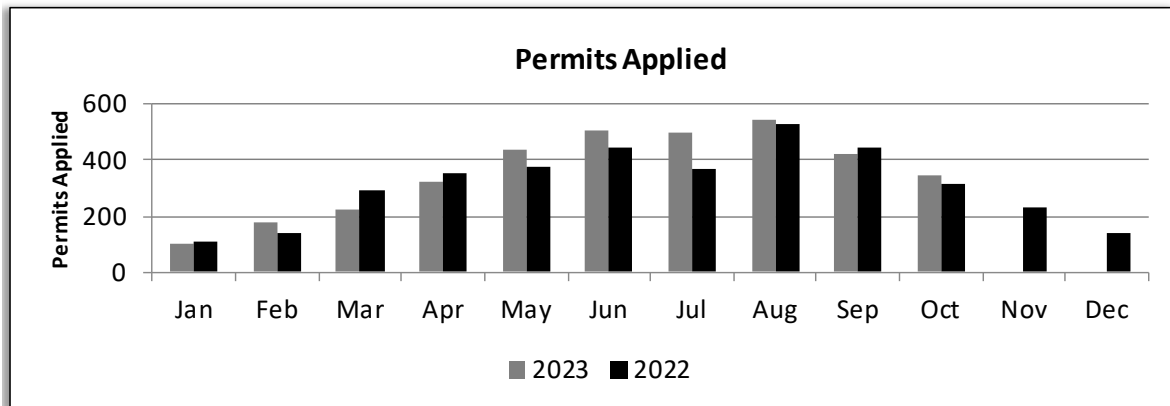


2023 Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 YTD	2022 Total
Commercial New	5	1	0	1	0	0	0	0	0	0			7	10
Single Family New	0	0	1	0	0	0	0	0	1	2			4	0
Land Development	0	0	0	0	0	0	0	1	0	0			1	1
Fire	25	11	10	10	18	9	13	13	15	8			132	139
All Other Permits	80	126	141	224	299	374	359	391	276	251			2521	3016
2023 Total	110	138	152	235	317	383	372	405	292	261	0	0	2665	

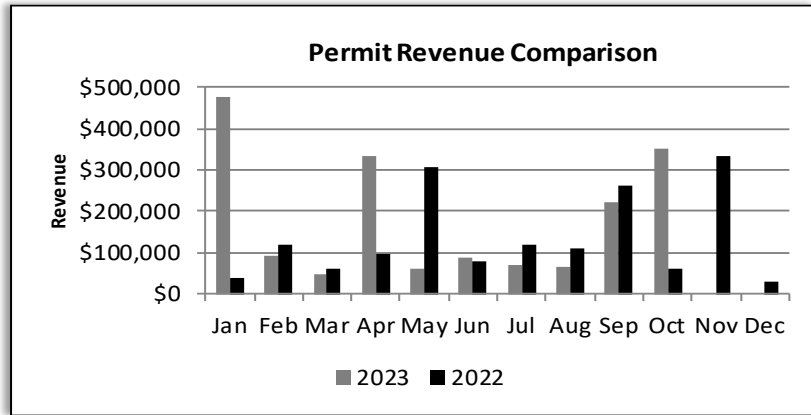
2023 Permits Applied

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	105	179	227	322	433	505	496	544	419	345			3575
2022	113	142	289	351	375	442	366	529	444	313	228	141	3733



Permit Revenue

Year	2023	2022
Jan	\$475,262	\$39,197
Feb	\$92,415	\$117,640
Mar	\$48,876	\$60,345
Apr	\$331,820	\$98,154
May	\$62,483	\$306,651
Jun	\$85,224	\$80,330
Jul	\$67,487	\$119,035
Aug	\$66,181	\$111,244
Sep	\$222,586	\$263,637
Oct	\$350,822	\$61,297
Nov		\$335,246
Dec		\$29,230
Total	\$1,803,156	\$1,622,006



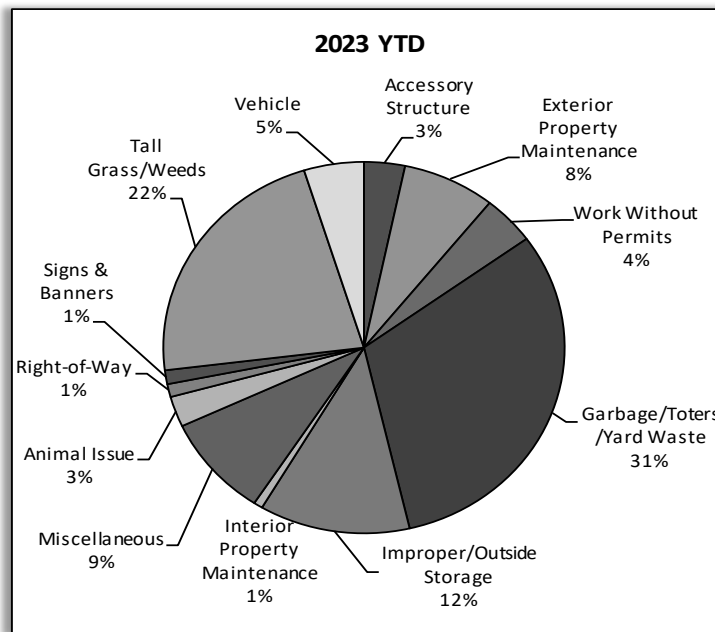
2023 Budget: \$1,572,000.

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

Building Permit Processing Performance	October	4 th Quarter	Year to Date	Year Target
Percentage of permit intake completed within 24 hours of submittal	95%	95%	97%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	97%	97%	99%	95% within 10 days
Percentage of permits processed for issue within 48 hours of plan approval	96%	96%	97%	90% within 48 hours

2023 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 YTD	2022 Total
Accessory Structure	3	2	6	7	2	4	6	3	3	5			41	56
Exterior Property Maintenance	0	2	4	32	15	23	11	3	2	1			93	100
Work Without Permits	2	1	2	3	11	7	3	10	9	5			53	57
Garbage/Toters/Yard Waste	31	35	13	19	62	49	35	52	40	53			389	271
Improper/Outside Storage	11	17	5	15	29	17	13	18	13	13			151	85
Interior Property Maintenance	2	3	0	0	1	0	0	1	1	1			9	17
Miscellaneous	5	3	9	13	14	22	17	7	13	7			110	199
Animal Issue	1	0	1	2	1	0	3	14	11	0			33	24
Right-of-Way	1	0	1	0	1	7	0	3	1	0			14	18
Signs & Banners	0	2	5	0	2	4	1	1	0	0			15	12
Tall Grass/Weeds	0	0	0	1	116	68	45	14	8	23			275	506
Vehicle	4	4	3	10	3	7	8	5	6	10			60	33
2023 Total	60	69	49	102	257	208	142	131	107	118	0	0	1243	
2022 Total	31	6	21	56	285	394	146	122	93	91	51	82		1378



2023 Citations Issued

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	7	22	27	19	14	95	27	26	54	1			292
Code	31	26	146	32	54	61	50	61	150	48			659
Rental	49	0	127	85	103	87	95	128	96	81			851
Total	87	48	300	136	171	243	172	215	300	130	0	0	1802

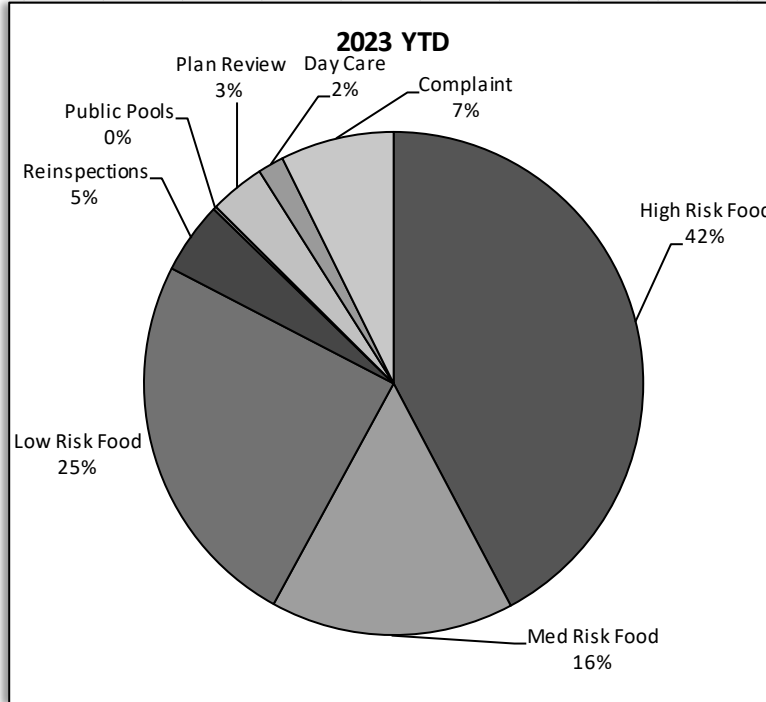
2023 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	43	51	57	57	52	72	69	71	76	81			629
Rental	86	35	109	104	85	109	101	97	105	164			995
Total	129	86	166	161	137	181	170	168	181	245	0	0	1624

Inspection Services Performance	October	4 th 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

2023 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	30	32	4	1	41	24	0	1	31	37			201
Med Risk Food	1	0	33	33	4	1	2	1	0	0			75
Low Risk Food	0	2	1	2	1	2	52	51	4	2			117
Reinspections	2	1	1	2	6	2	3	1	2	2			22
Public Pools	0	0	0	0	1	0	0	0	0	0			1
Plan Review	0	1	0	0	2	4	4	2	3	1			17
Day Care	0	0	2	6	0	0	0	0	0	0			8
Complaint	4	6	5	1	4	2	5	2	3	3			35
Total	37	42	46	45	59	35	66	58	43	45	0	0	476



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	4 th Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	9%	9%	91%*	100% of total

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

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

November 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.
- Staff continued a strong Business Retention and Expansion program by meeting with more companies. 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. The revived program has been well received by the businesses.
- Ms. Oshana attended the 10th annual CoffeeCon to attract a coffee roaster and shop to open in Hoffman Estates after a public survey of residents last year showed their desire for a local coffee shop. Staff has followed up with two potentially interested companies and will facilitate the site selection process. *See photos on the right.*
- Mr. Kramer continued to give of his time by volunteering as a mentor for students through ICSC and IEDC.
- Staff continued drafting a small business grant for the Stonington & Pembroke TIF district to attract specific businesses to the district while lowering the vacancy rate and meeting certain goals of the TIF.
- Completed all liaison duties for the Arts Commission and Economic Development Commission.
- Staff accompanied Mayor McLeod to the GCAMP Tri-City Mayors' Breakfast for Manufacturing and Distribution Leadership event at Mazak on October 24th. The event brought together leaders in manufacturing with presentations by the three mayors and the Greater Chicagoland Economic Partnership on how we can continue to support and grow the manufacturing base. *See the photo below.*



- Staff attended the ICSC Central show in Chicago on October 10, 2023. The show was productive with several meetings at the booth. The morning roundtable sessions and the panel discussions throughout the one-day show provided great insights to the market and the growing entertainment concepts. *See the photos on the right.*
- Economic Development staff attended the:
 - Monthly Hoffman Estates Chamber Board and Membership Committee meetings.
 - Annual CoffeeCon tradeshow.
 - AFCOM data center organization webinar on developing a strong workforce for the industry.



Tourism

- **Hotel Tax Revenue Comparative – October YOY**

In October 2022 the total hotel tax revenues directly reported were \$144,778, compared to October 2023 when revenues were \$146,948, a decrease of \$2,169. Online hotel tax revenues in October 2022 were \$2,849, yet in 2023 they were \$13,029, a dramatic increase of \$10,179. Combined revenues from both direct hotel bookings and online portals shows an increase in total hotel tax revenues of \$12,349 from 2022 compared to the same month of 2023. There continues to be a dramatic increase in the number of reservations booked online as opposed to individual hotel bookings signaling the continued trend for travelers to combine work and leisure travel (bleisure). Many companies that produce travelers are International. That segment of business travel has been slow to resume. Local companies are producing transient travelers but the groups and meetings segment has not resumed to previous levels. Industry trends suggest a return to “normal” will occur in 2024.
- **Midlands Wrestling Tournament – December 28-31,2023 – NOW Arena**

The tournament schedule of events and University invitation listings were circulated to each participating hotel. Each hotel was encouraged to reach out directly to the teams they hope to draw to their hotel. Staff created a listing of potential sponsors in the business community to assist Tournament Organizers in securing sponsorships and increase ticket sales.
- **Bell Works potential events**

Working with Bell Works to draw a large craft show (Huffman Productions) that would take place in the Spring and Fall drawing 400 vendors and great potential for hotel stays. This event has been looking for a Chicagoland location since the Odeum closed last year. Staff also provided Bell Works contacts for them to reach out to for their desired Farmers Market.
- **Hoffman Schaumburg Rotary Gala – Stonegate – Saturday, March 2, 2024**

Solicited rates and features from our hotels to provide hotel rooms to attendees of the well-attended annual gala. Provided recap listing to organizers for their selection.
- The Tourism Office met with the new General Managers and sales leaders at the Hampton Inn, Hyatt Place, Hilton Garden Inn, Holiday Inn Express and Chicago Marriot NW to ensure they were knowledgeable and had copies of contracts their predecessors had committed to.

- Leads for future events were provided to NOW Arena for their consideration. Circled back to the Arena to see if reduced vendor numbers at Huffman Production Craft Shows in Spring and Fall would fit at the Arena. Working with past event organizers to try to bring back Synchronized Skating Teams Mid Atlantic Event (6,000 room nights) challenge is Windy city Bulls schedule during the first-choice dates for this great event – suggesting alternative dates to organization. Asked Ben to reach out to Big Ten to determine if we could bring back their Woman’s Basketball Tournament (3,000 room nights).

Meetings/Activities

- Tourism/ ED Meeting
- 4th of July Commission meeting
- Celtic Fest Commission
- Circulate Police Incident Reports to HE Hotels
- Create and circulate updated hotel management team listings and contact information
- Meet with MEET Chicago NW
- Meet with Elgin/Fox Valley CVB
- Meet with Chicago Marriott NW GM and new Sales Leaders to acquaint them to Midlands
- Meet with Hyatt Place Sales Leader and GM - Midlands
- Meet with Hilton Garden Inn Sales Leader - Midlands
- Meet with Hampton Inn GM - Midlands
- Meet with Holiday Inn Express GM/Sales – Midlands
- Hoffman Estates Foundation Golf Outing committee
- Webinar – negotiating meeting contracts
- Webinar – Procurement strategies for small and medium sized hotels
- VisitHoffman and ED website discussion



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention