



**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

January 8, 2024

Immediately following Transportation & Road Improvement

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

*If online, insert URL.*

- I. Roll Call
- II. Approval of Minutes - December 11, 2023  
- December 18, 2023 Special
- 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

December 11, 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  
Peter Gugliotta, Director of Dev. Services  
Alan Wenderski, Dir. Engineering  
Alan Wax, Fire Chief  
Kasia Cawley, Police Chief  
Audra Marks, Asst. Director of HHS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Finance Director  
Darek Raszka, Director of IT  
Jenny Horn, Director of Trans. & Eng.  
Phil Green, Trans. & Long Range Planner  
Ben Gibbs, NOW Arena  
Suzanne Ostrovsky, Asst. Village Mgr.  
Ric Signorella, Multimedia Manager**

The Planning, Building & Zoning Committee meeting was called to order at 6:30 p.m.

**II. Approval of Minutes**

Motion by Trustee Arnet, seconded by Mayor McLeod, to approve the Planning, Building & Zoning Committee meeting minutes of November 13, 2023. Voice vote taken. All ayes. Motion carried.

**III. Public Comment**

**NEW BUSINESS**

- 1. Request by Community Consolidated School District 15 for engineering plan approval and a Plat of Easement for utilities at Frank C. Whiteley School (4335 Haman Avenue).**

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

Jennifer Horn addressed the Committee and reported that plans for Whiteley School include a 2-story addition on the south end of the building and associated parking lot, playground, utility, drainage and other site improvements. Utilities will be relocated around the south side of building addition.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to approve request by Community Consolidated School District 15 for engineering plan approval and a Plat of Easement for utilities at Frank C. Whiteley School. 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 provided an update on his activities which included a ribbon cutting at Schaumburg Township, the NWMC Legislative Committee meeting, U.S. Conference of Mayors Transportation Committee and the Muir School Winter Wonderland market. Mayor also met with Sen. Duckworth and the Pace Executive Director regarding funding for fire stations. He attended the Village Green Ad Hoc Committee and a Kiwanis meeting. Mayor wished Trustee Newell a Happy Birthday.

### **V. Other**

### **VI. Items in Review**

### **VII. Adjournment**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting at 6:34 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

December 18, 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  
Peter Gugliotta, Director of Dev. Services  
Alan Wax, Fire Chief  
Kasia Cawley, Police Chief  
Monica Saavedra, Director of HHS  
Rachel Musiala, Finance Director  
Darek Raszka, Director of IT  
Brian Ackerlund, Asst. Director of PW  
Suzanne Ostrovsky, Asst. Village Mgr.  
Missy Brito, Communications Mgr.  
Ric Signorella, Multimedia Manager**

The Planning, Building & Zoning Committee meeting was called to order at 6:30 p.m.

**II. Public Comment**

**NEW BUSINESS**

- 1. Request authorization to award a contract for design services for the construction of a new concessions and restrooms building on the Village Green to Tria Architecture of Burr Ridge, IL, in an amount not to exceed \$213,450.**

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

Bryan Ackerlund addressed the Committee and reported that phase 2 includes enhancing the concessions and restroom infrastructure, improve operational circulation, storage and back-of-house needs, and overall guest experience during various events held at the Village Green. Proposed cost of phase 2 is estimated at \$3,700,000. The Village applied for and was awarded a \$500,000 Tourism Attractions & Festivals Program Grant from the Illinois Department of Commerce and Economic Opportunity to construct phase 2. With the required 50% Village-funded match amount, the project must cost at least \$1,000,000 and construction must be well underway in 2024 to meet grant timing requirements.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to award contract for design services for the construction of a new concessions and restrooms building on the Village Green to Tria Architecture of Burr Ridge, IL, in an amount not to exceed \$213,450. Voice vote taken. All ayes. Motion carried.

**2. Request authorization of an extension to an Employee Leasing Agreement with GOVTEMPS a division of MGT of AMERICA CONSULTING, LLC for Civil Engineer staff services at a rate of \$87.50 per hour.**

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

Motion by Trustee Arnet, seconded by Trustee Kinnane to authorize an extension to an Employee Leasing Agreement with GOVTEMPS a division of MGT of AMERICA CONSULTING, LLC for Civil Engineer staff services at a rate of \$87.50 per hour. Voice vote taken. All ayes. Motion carried.

**III. Adjournment**

Motion by Trustee Mills, seconded by Trustee Arnet, to adjourn the meeting at 6:40 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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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*

January 2024

#### 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](http://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 based on direction provided by the Planning, Building & Zoning Committee.
  - Staff are reviewing the first sections received, the new Zoning Districts.
- ◆ Community engagement remains ongoing and additional public comment emails continue to be received.

### Zoning Code Update Timeline



**ACTIVE PLANNING PROJECTS**

<b>Project</b>	<b>Address</b>	<b>Status</b>	<b>PZC or PBZ Meeting</b>	<b>VB Meeting</b>
<b>Frank Whiteley School Addition</b>	<b>4335 HAMAN AVE</b>	<b>APPROVED</b>	<b>12/11/23</b>	<b>12/18/23</b>
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		
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		
Heidner Properties Parking Lot Expansion	5277 TRILLIUM AVE	UNDER REVIEW		
Lincoln Prairie School Addition	500 HILLCREST BLVD	UNDER REVIEW		
Casey's Site Plan Amendment	1700 W ALGONQUIN RD	UNDER REVIEW		
Casey's Site Plan Amendment	615 W HIGGINS RD	UNDER REVIEW		
Casey's Site Plan Amendment	1 W GOLF RD	UNDER REVIEW		

**PENDING PLANNING PROJECTS**

<b>Project</b>	<b>Address</b>	<b>Status</b>
Autumn Woods SF Subdivision	GOLF RD & BERNER RD	PENDING
Beacon Pointe Phase 2	NWC BEVERLY / SHOE FACTORY	PENDING
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	December	2023 YTD
Pre-Development		4
Agreement		3
Annexation		1
Courtesy Review		1
Easement		0
Master Sign Plan		8
Plat of Subdivision	1	7
Other Plat		3
RPD Amendment		0
Site Plan Review	4	30
Special Use		8
Text Amendment		0
Rezoning		0
Variation		4
<b>Total</b>	<b>5</b>	<b>70</b>
FOIA Processed	1	42
Zoning Verification Letters	0	14
Building Permits Reviewed by Planning	37	557

**PLANNING PERFORMANCE MEASURES**

Site Plan Review Process	December		Year to Date	
Number of administrative/staff review site plan cases completed	1	100%	13	54%
Number of PZC site plan cases processed	0		11	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

Site Plan Review Timing	December		Year to Date	
Number of cases processed within 105 days	1	N/A	24	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: Sanyokta Kapur, Chief Building Official**

**January 2024**

#### GENERAL ACTIVITIES

- Bryan Ackerlund was promoted to Assistant Director of Public Works and will be transitioning daily activities and responsibilities of the Code Enforcement division to various staff members beginning in 2024. Director of Development Services, Peter Gugliotta, will provide interim oversight of the division until a permanent structure is established in the coming months.
- John Shogren, Plumbing Inspector, celebrated 10 years of service with the Village.
- On December 6, 2023, Kala Kuttenberg, Liz Dianovsky, Kathleen Kuffer, Joe Soucek & David Banaszynski attended an IACE training on Emotional Intelligence & Building Effective Cases.
- On December 8, 2023, Sanyokta Kapur presided over the NWBOCA Annual General Meeting and Election of Officials.
- On December 8, 2023, Sanyokta Kapur, Bryan Ackerlund, Kala Kuttenberg, Anthony Knuth, Tricia Morandi, Kathleen Kuffer, Joe Soucek, Liz Dianovsky, David Banaszynski, Kerin Browne, Jeff Mattes, John Staschke & John Shogren attended the NWBOCA Annual General Meeting and Election of Officials.
- On December 11, 2023, Sanyokta Kapur attended a virtual training on 2021 IBC Significant Nonstructural changes organized by ICCA.
- On December 12, 2023, Sanyokta Kapur attended a virtual webinar on 2021 IECC: Submitted questions and Answers.
- On December 12, 2023, Kala Kuttenberg, Liz Dianovsky, Kathleen Kuffer, Joe Soucek & David Banaszynski attended a Sonya Shearer class on Ethics in Code.
- On December 21, 2023, Tricia Morandi obtained her ICC Permit Technician Certificate.
- Bryan Ackerlund continued involvement with various projects such as the architect/engineer RFP process for the new fire station #21 and Village Green concessions & restroom expansion.
- Jeff Mattes retired at the end of 2023 as Chief Building Inspector after a 35-year career with the Village.
- With the recent promotion of Anthony Knuth to Lead Building Inspector, the recruitment process is underway to fill the vacant Building Inspector position. Interviews and hiring are expected in January 2024.
- After receiving occupancy for its clubhouse and first residential building, **Seasons of Hoffman Estates** apartment complex has been focusing on occupancy of the second building and construction of various stages of the remaining buildings. Fall leases have also begun as they progress through 2023 and into 2024.
- **Microsoft** is expecting to begin construction of the remaining buildouts in building 1 by early 2024. They are also actively constructing their on-site substation to provide permanent power to the data centers. The permit for building 2 of the campus 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.

- **Popeye’s** on Golf Rd has received a temporary certificate of occupancy and is officially open for business.
- **Dunkin’** on Algonquin Rd. is awaiting MWRD sign off. They are targeting occupancy in early 2024.
- **ComEd** is continuing construction on the Pembroke Ave. substation expansion and exterior walls are being set.
- Construction on the new **Advocate** outpatient facility is underway on Hoffman Blvd. within Prairie Stone.
- Construction is underway for the new **Starbucks** at Fountain Crossing with anticipated occupancy in Spring 2024.
- **Sensient Flavors** at Sedge Blvd is anticipated to start construction for a small addition in the upcoming months.
- **Airdrie Estates** subdivision has several lots under construction for new single-family homes.
- Code Enforcement staff have been involved in several ongoing property maintenance cases.

**Bell Works Construction Update:**

- Staff is working with Bell Works on several tenant build-outs throughout the east side.
- Staff is working with Bell Works to bring their emergency evacuation plans up to date with all the recent buildouts.

2023 Code Enforcement Freedom of Information Act Requests Processed

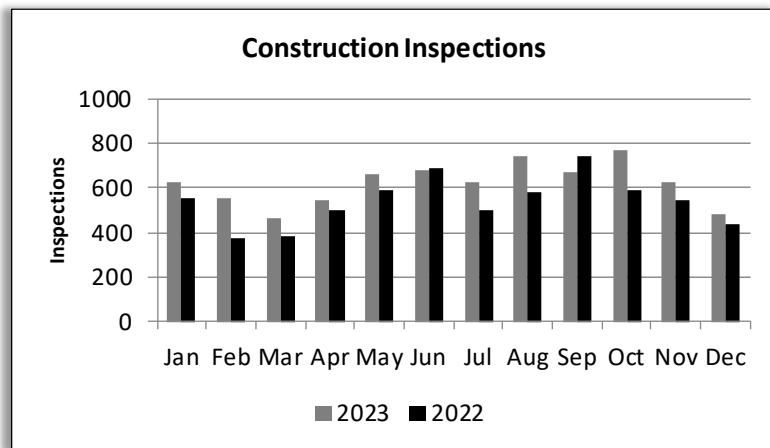
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
28	30	36	31	54	50	50	45	52	41	26	25	468

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	10	9	211

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	629	541
Dec	478	441
<b>Total</b>	<b>7444</b>	<b>6486</b>



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

**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

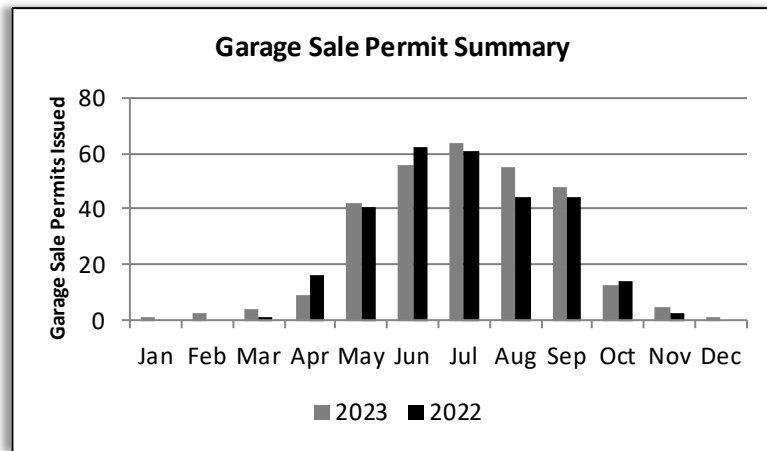
- There are currently 1,857 rental properties registered. This includes 1,198 single family and townhome units (65%) and 659 condominium units (35%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 15, 2023 to all rental properties. The deadline to submit payment and update registration information is February 1, 2024.
- As of January 2<sup>nd</sup>, 1,142 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	127	111	1699
Reinspections	164	184	138	155	129	142	109	121	125	94	52	80	1493
<b>Total</b>	<b>383</b>	<b>313</b>	<b>323</b>	<b>295</b>	<b>316</b>	<b>274</b>	<b>252</b>	<b>329</b>	<b>197</b>	<b>140</b>	<b>179</b>	<b>191</b>	<b>3192</b>

**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	5	3
Dec	1	0
<b>Total</b>	<b>301</b>	<b>286</b>

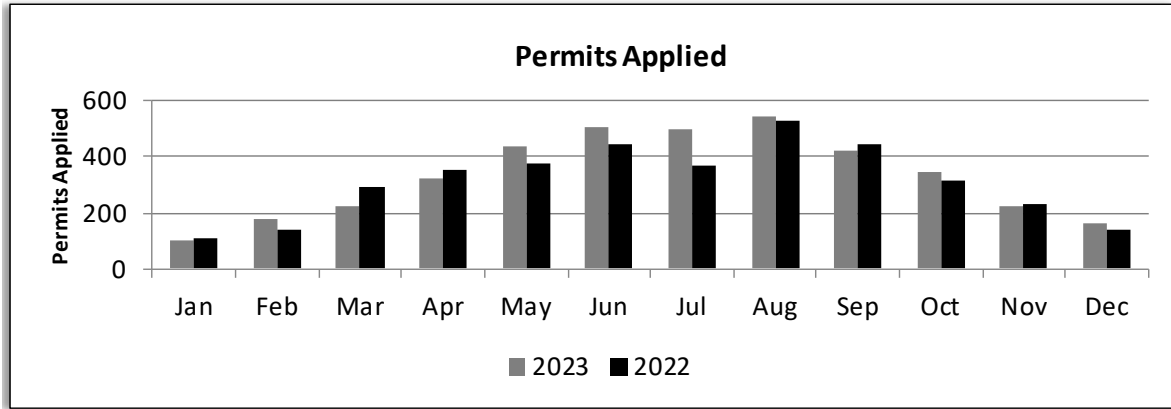


**2023 Permits Issued**

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	2	0	9	10
Single Family New	0	0	1	0	0	0	0	0	1	2	1	0	5	0
Land Development	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Fire	25	11	10	10	18	9	13	13	15	8	16	10	158	139
All Other Permits	80	126	141	224	299	374	359	391	276	251	247	139	2907	3016
<b>2023 Total</b>	<b>110</b>	<b>138</b>	<b>152</b>	<b>235</b>	<b>317</b>	<b>383</b>	<b>372</b>	<b>405</b>	<b>292</b>	<b>261</b>	<b>266</b>	<b>149</b>	<b>3080</b>	

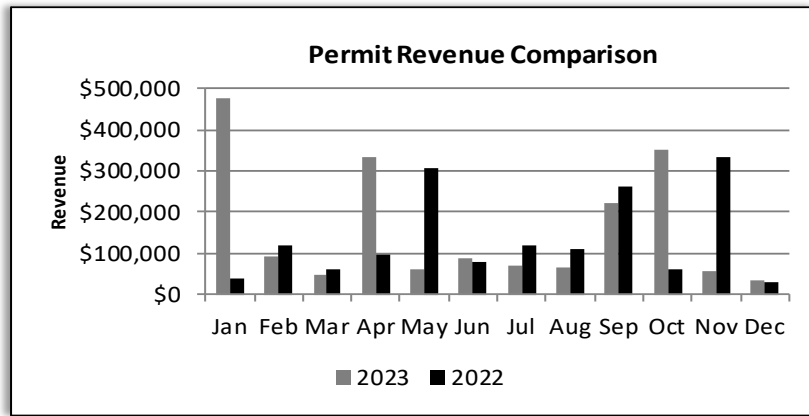
### 2023 Permits Applied

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	223	161	3959
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	\$56,694	\$335,246
Dec	\$34,685	\$29,230
<b>Total</b>	<b>\$1,894,535</b>	<b>\$1,622,006</b>

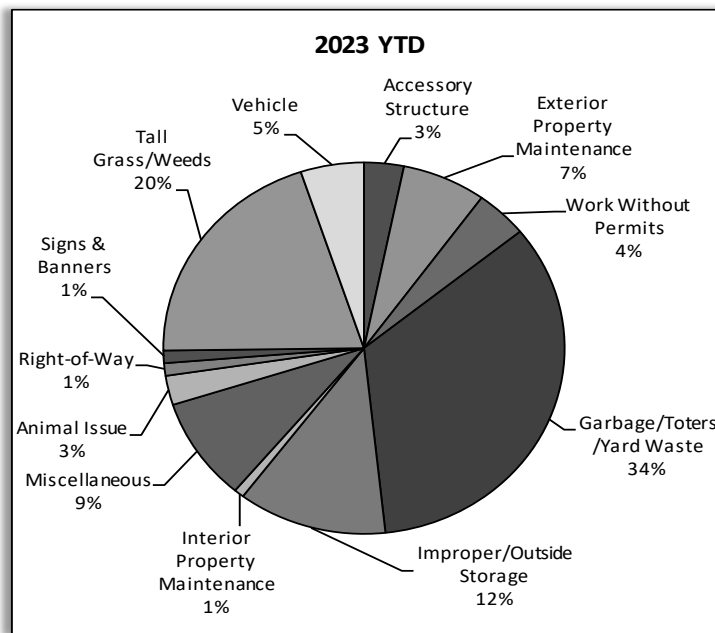


2023 Budget: \$1,572,000.

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

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	2	1	44	56
Exterior Property Maintenance	0	2	4	32	15	23	11	3	2	1	0	0	93	100
Work Without Permits	2	1	2	3	11	7	3	10	9	5	3	2	58	57
Garbage/Toters/Yard Waste	31	35	13	19	62	49	35	52	40	53	42	37	468	271
Improper/Outside Storage	11	17	5	15	29	17	13	18	13	13	9	5	165	85
Interior Property Maintenance	2	3	0	0	1	0	0	1	1	1	0	2	11	17
Miscellaneous	5	3	9	13	14	22	17	7	13	7	4	9	123	199
Animal Issue	1	0	1	2	1	0	3	14	11	0	1	1	35	24
Right-of-Way	1	0	1	0	1	7	0	3	1	0	0	1	15	18
Signs & Banners	0	2	5	0	2	4	1	1	0	0	0	0	15	12
Tall Grass/Weeds	0	0	0	1	116	68	45	14	8	23	1	0	276	506
Vehicle	4	4	3	10	3	7	8	5	6	10	7	3	70	33
<b>2023 Total</b>	<b>60</b>	<b>69</b>	<b>49</b>	<b>102</b>	<b>257</b>	<b>208</b>	<b>142</b>	<b>131</b>	<b>107</b>	<b>118</b>	<b>69</b>	<b>61</b>	<b>1373</b>	
<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>51</b>	<b>82</b>		<b>1378</b>



2023 Citations Issued

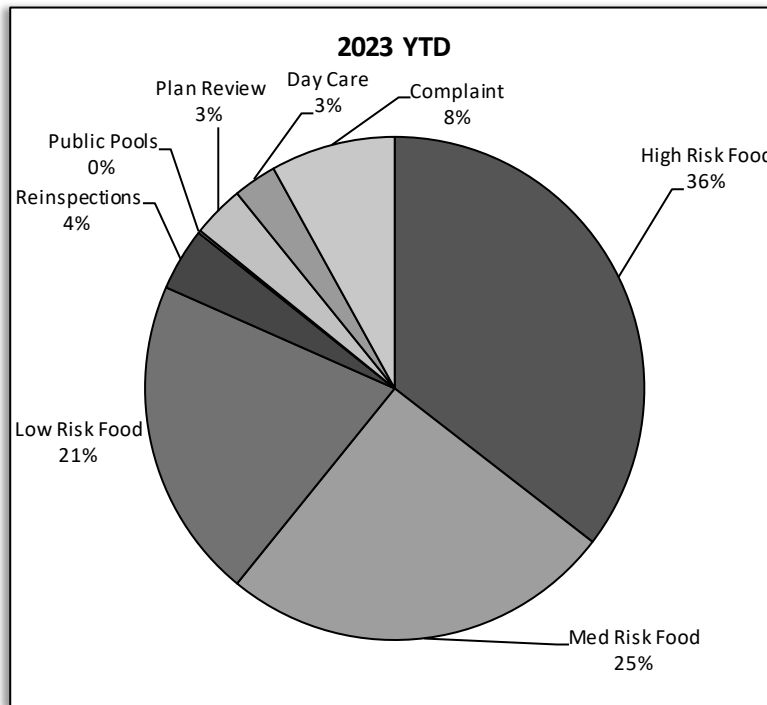
Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	7	22	27	19	14	95	27	26	54	1	34	26	352
Code	31	26	146	32	54	61	50	61	150	48	33	39	731
Rental	49	0	127	85	103	87	95	128	96	81	0	97	948
<b>Total</b>	<b>87</b>	<b>48</b>	<b>300</b>	<b>136</b>	<b>171</b>	<b>243</b>	<b>172</b>	<b>215</b>	<b>300</b>	<b>130</b>	<b>67</b>	<b>162</b>	<b>2031</b>

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	75	60	764
Rental	86	35	109	104	85	109	101	97	105	164	85	73	1153
<b>Total</b>	<b>129</b>	<b>86</b>	<b>166</b>	<b>161</b>	<b>137</b>	<b>181</b>	<b>170</b>	<b>168</b>	<b>181</b>	<b>245</b>	<b>160</b>	<b>133</b>	<b>1917</b>

### 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	1	0	202
Med Risk Food	1	0	33	33	4	1	2	1	0	0	37	33	145
Low Risk Food	0	2	1	2	1	2	52	51	4	2	0	1	118
Reinspections	2	1	1	2	6	2	3	1	2	2	0	1	23
Public Pools	0	0	0	0	1	0	0	0	0	0	0	0	1
Plan Review	0	1	0	0	2	4	4	2	3	1	1	1	19
Day Care	0	0	2	6	0	0	0	0	0	0	3	5	16
Complaint	4	6	5	1	4	2	5	2	3	3	5	6	46
<b>Total</b>	<b>37</b>	<b>42</b>	<b>46</b>	<b>45</b>	<b>59</b>	<b>35</b>	<b>66</b>	<b>58</b>	<b>43</b>	<b>45</b>	<b>47</b>	<b>47</b>	<b>570</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).

# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

January 2024



## Economic Development

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- 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 closed out a strong Business Retention and Expansion program by meeting with 25 companies, after targeting to visit 15! The program will continue in 2024.
  - Staff continued developing a plan of action for the Stonington & Pembroke TIF district including implementing a small business grant to attract specific businesses to the district, engaging assistance with creating a place people want to congregate and finding prospects to move into the district.
  - Completed all liaison duties for the Arts Commission.
  - Economic Development Staff continued planning the 2<sup>nd</sup> annual commercial real estate event for February 8<sup>th</sup> at the NOW Arena during the Windy City Bulls daytime game. The event invitation is attached below.
  - Continued working on an Economic Development landing page to enhance the readability of the Economic Development Strategic Plan.
  - Began forming the 2024 economic development marketing and advertising plan.
  - Continued working on redesigning the dining guide to be both more attractive and interactive.
  - Staff toured the Dream Hall food hall in downtown Elgin to understand its components and features for a similar type of use in the Stonington & Pembroke TIF.
  - Economic Development staff attended the:
    - Monthly Next Level Northwest Board & Design Team Meetings
    - Monthly Chamber of Commerce Board Meeting
    - Annual Lambda Alpha Holiday Gathering
    - Annual Prairie Stone POA Meeting
    - Special Meeting of the Economic Development Committee

# Tourism

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

In November 2022, total hotel tax revenues directly reported were \$ 131,111, in November 2023 they were \$130,147 a decrease of only \$964. Online hotel tax revenues in November 2022 were \$2,472, in November 2023 online hotel tax was \$9,759, an increase of \$7,286. Combined, hotel tax revenues increased in 2023 by \$6,322. Comfort Inn and MainStay have shown significant decreases in their revenues year over year. Staff continues to see increases 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). Industry trends suggest a return to “normal” will occur in first quarter 2024.

- **Midlands Wrestling Tournament – December 28-31,2023 – NOW Arena**

- After collecting recaps of team reservations at each participating Hoffman Estates hotel, we were able to redeem earned complimentary rooms to house Tournament Officials as outlined in our renegotiated agreement with the event.

## Meetings/Activities

- 4th of July Commission meeting
- Celtic Fest Commission
- Police Incident Reports for October and November were unavailable due to connectivity issues in November
- Researching additional vendors for Celtic Fest 2024
- Contacted food vendors for NW 4th Fest 2024
- MEET Chicago NW – they are providing leads for potential Arena events for 2025
- Elgin/Fox Valley CVB – they are including us in bids for youth sporting events to meet lodging needs for events in 2024 and 2025
- Participated in zoom meeting with Illinois Farmers Market Association as we explore the opportunity to host a Farmers Market
- Tour with HGI new GM – introductions to their competitive set and demand generators
- Met with Marriott Management team to discuss renovations, Midlands and leads
- Tourism/ED Meeting
- Discussion with Police Chief regarding issues at Country Inn and Hilton Garden Inn



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Kevin Kramer, Director of Economic  
Development



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Linda Scheck, Director of Tourism & Business  
Retention



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**9:15AM - CHECK IN  
9:30 AM - WELCOME & PANEL  
10:30AM - NETWORKING  
11:00AM - WINDY CITY BULLS VS  
OSCEOLA MAGIC  
11:15AM - PRIZE DRAWING  
(MUST BE PRESENT TO WIN)**

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