

**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

June 10, 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 - May 13, 2024
- III. Public Comment

#### NEW BUSINESS

1. Request for a one-year extension of preliminary and final site plan approval for the Sensient building addition at 5115 Sedge Blvd.
2. Request by Schaumburg Community Consolidated School District 54 for engineering plan approval for the Lincoln Prairie School expansion at 500 Hillcrest Blvd.
3. Request by 5a7 LLC 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.
4. Request approval to repeal Municipal Code Article 8-12 (Animal Permits) and Section 8-2-1.C (Animal License Fees), and to amend Section 7-13-1.D.1 to eliminate related penalties.
5. Request approval to amend Municipal Code Sections 7-13-1 (Penalty), 8-2-1 (Fees), and 8-7-19 (Garage Sales) to eliminate permit requirements for garage sales.

#### 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

*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**

**May 13, 2024**

**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  
Alan Wax, Fire Chief  
John Bending, Assistant Police Chief  
Peter Gugliotta, Director of Dev. Services  
Jennifer Horn, Dir. Planning and Trans.  
Patrick Seger, Director of HRM  
Dr. Audra Marks, Assistant Director HHS  
Ric Signorella, Multimedia Production Mgr.**

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

**II. Approval of Minutes**

Motion by Trustee Arnet, seconded by Trustee Kinnane, to approve the Planning, Building & Zoning Committee meeting minutes of April 8, 2024. 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**

Mayor McLeod invited people to come out to Wine Wednesday at the Hideaway Brew Garden for the May event and announced the Diversity Fair open to the public hosted by the Health and Human Services Department on Saturday, May 18. Mayor attended a veterans appreciation event at Brookdale on May 8, the NWMC Board of Directors meeting on May 8, and a C-Suite meeting at Harper College on May 9. Mayor read three letters of appreciation on behalf of residents.

**V. Other**

**VI. Items in Review**

**VII. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Kinnane, to adjourn the meeting at 7:06 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Jennifer Djordjevic, Director of Operations and  
Outreach / Office of the Mayor and Board

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request for a one-year extension of preliminary and final site plan approval for the Sensient building addition at 5115 Sedge Blvd.

**MEETING DATE:** June 10, 2024

**COMMITTEE:** Planning, Building and Zoning

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

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**REQUEST:** Request for a one-year extension of preliminary and final site plan approval for the Sensient building addition at 5115 Sedge Blvd.

**BACKGROUND:** On June 19, 2023, the Village Board approved preliminary and final site plan for a 36,000 square foot addition to the existing facility at 5115 Sedge Blvd. One of the conditions of approval requires that a building permit is obtained within twelve (12) months of the Village Board action.

The owner, Sensient Flavors LLC, is requesting a one-year extension to secure a building permit. The petitioner stated that internal corporate decisions changed company priorities, but the project is slated to become active again in January 2025.

The new anticipated construction start is Spring 2025.

**RECOMMENDATION:** Approval of a request for a one-year extension of preliminary and final site plan approval for the Sensient building addition at 5115 Sedge Blvd.

Attachment

cc: John Jacobs (Sensient Flavors LLC)  
Brian Korte (Korte Architecture)

May 21, 2024

Mr. James Donahue  
Senior Planner  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL. 60169

Sent via email: james.donahue@hoffmanestates.org

RE: Sensient Flavors – 5115 Sedge Blvd, Addition to building

Dear Mr. Donahue,

On behalf of Sensient Flavors, LLC, and as their designated representative for the project, I am respectfully requesting a one year extension to the Village Board approval granted June 19, 2023 to construct a building addition to the existing building located at 5115 Sedge Boulevard in Hoffman Estates, Illinois.

Should you have any questions about the above request, please do not hesitate to contact me.

Sincerely,

Korte Architecture, Inc.

A handwritten signature in black ink, appearing to read "Brian C. Korte", with a long horizontal flourish extending to the right.

Brian C. Korte, NCARB, LEED AP




cc. John Jacobs, Sensient Flavors LLC



5115 Sedge Boulevard  
PIN: 01-32-201-004-0000 & 01-32-400-010-0000



Legend

-  Subject Property
-  Parcels
-  Village Boundary



Planning and Transportation Division  
Department of Development Services  
June 2024

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by Schaumburg Community Consolidated School District 54 for engineering plan approval for the Lincoln Prairie School expansion at 500 Hillcrest Blvd.

**MEETING DATE:** June 10, 2024

**COMMITTEE:** Planning, Building and Zoning

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

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**REQUEST:** Request by Schaumburg Community Consolidated School District 54 for engineering plan approval for the Lincoln Prairie School expansion at 500 Hillcrest Blvd.

**BACKGROUND:** District 54 is planning upgrades to Lincoln Prairie School, including a 14,450 square foot building addition and associated parking lot reconfiguration. Several public meetings have been held at the District's committee and board levels regarding the project including September 14, 2023, October 12, 2023, November 2, 2023, December 7, 2023, and February 21, 2024.

**DISCUSSION:** Per 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 addition will include a new gymnasium, music room and two classrooms to the existing one-story building. The parking lot will be expanded, and a wider bus entrance lane will be constructed. New parking lot lights and landscaping are proposed as well.

The project includes installation of a new water main, sanitary sewer, and storm sewer with underground detention. The water main will require an easement dedication to the Village which is noted in the conditions of approval. The plans are also subject to MWRD review and approval. An MWRD permit is required prior to construction commencing on the site.

The Hoffman Estates Park District has agreed to transfer a .10-acre portion of Sycamore Park to District 54 to accommodate the project lot expansion. Additionally, the Park District will grant a temporary easement to the School District for the purposes of completing their renovation project.

**DISCUSSION (continued):**

The alterations to Sycamore Park will result in the removal of one baseball field (two will remain), as well as the removal of an existing playground located south of the existing parking lot. The Park District will construct a new playground south of the expanded parking lot.

Construction is expected to commence in summer 2024 with completion in August 2025.

**RECOMMENDATION:**

Approval of a request by Schaumburg Community Consolidated School District 54 for engineering plan approval for the Lincoln Prairie School expansion at 500 Hillcrest Blvd., subject to the following conditions:

1. A Village site development permit will be required for the project.
2. An MWRD permit is required prior to site work commencing.
3. As part of the Village acceptance of the newly installed water main, a Plat of Easement will be required to be submitted for Village approval.

## Attachments




cc: Todd Schmauderer (School District 54)



Lincoln Prairie School  
500 Hillcrest Blvd  
PIN: 07-09-215-016-0000, 07-09-215-015-0000, 07-10-100-023-0000



**Legend**

-  Subject Property
-  Tax Parcels
-  Village Boundary



Department of Development Services  
Village of Hoffman Estates

June 2024





STR PARTNERS LLC  
350 West Ontario Street  
Suite 200  
Chicago IL 60654  
312.464.1444  
www.strpartners.com

## PROJECT NARRATIVE

DATE: April 12, 2024  
PROJECT: Lincoln Prairie School Addition  
VILLAGE PLN23-0061  
PROJECT #:  
STR PROJECT #: 23046.01

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The addition to Lincoln Prairie School in Schaumburg Community Consolidated School District 54 adds a new gymnasium, new instrumental music room and two new classrooms to the existing one-story building. Associated new spaces with the gymnasium are an office, a storage room and a mechanical mezzanine. New spaces associated with the instrumental music room are an office and a storage room.

The addition totals 14,450 square feet. Building construction is typically concrete block bearing walls with steel joists supporting the roof. Exterior veneer is brick. New exterior window frames and doors and frames will be dark bronze color like existing.

The parking lot will be expanded to replace portions of the parking lot covered by the addition footprint and to increase the number of parking spaces. A wider bus entrance lane will be constructed with the parking lot work.

Construction of the addition, the parking and other site work may begin as early as the summer. Project completion is in August 2025.



# VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING GENERAL APPLICATION

**PROJECT NAME:** Lincoln Prairie School Addition and Renovations

**ADDRESS:** 500 Hillcrest Blvd.

**PROPERTY INDEX NO.:** 07-09-215-016-0000, 07-09-215-015-0000, 07-10-100-023-0000

**PROPERTY ACRES:** 12.44      **ZONING:** R-4

**PROJECT DESCRIPTION:** Building addition with new parking lot.

### REQUESTS BEING MADE (check all that apply):

Application Type	Subtype	Addendum
<input type="checkbox"/> ANX - Annexation	N/A	N/A
<input type="checkbox"/> MSP - Master Sign Plan	<input type="checkbox"/> New <input type="checkbox"/> Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> PLAT - Subdivision	<input type="checkbox"/> Non-Residential Preliminary <input type="checkbox"/> Non-Residential Final <input type="checkbox"/> Non-Residential Preliminary/Final	<input type="checkbox"/> Residential Preliminary <input type="checkbox"/> Residential Final <input type="checkbox"/> Residential Preliminary/Final
<input type="checkbox"/> PLAT - Other	Type _____	N/A
<input type="checkbox"/> RPD Amendment	N/A	N/A
<input type="checkbox"/> REZ - Rezoning	From _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> SPR - Site Plan Review	<input type="checkbox"/> Preliminary Concept <input type="checkbox"/> Preliminary	<input type="checkbox"/> Final <input type="checkbox"/> Preliminary/Final
<input type="checkbox"/> SPA - Site Plan Amendment	<input type="checkbox"/> Staff Review <input type="checkbox"/> Administrative Review	<input type="checkbox"/> Minor Amendment <input type="checkbox"/> Major Amendment
<input type="checkbox"/> SU - Special Use	<input type="checkbox"/> Listed Use (please list) _____	<input type="checkbox"/> Use Not Cited (please list) _____
<input type="checkbox"/> TA - Text Amendment	<input type="checkbox"/> Subdivision Code <input type="checkbox"/> Zoning Code	<input type="checkbox"/> Other (please list) _____
<input type="checkbox"/> VAR - Variation	<input type="checkbox"/> Non-Residential <input type="checkbox"/> Residential <input type="checkbox"/> Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No

**I. Owner of Record**

Steve Miller on behalf of District 54 Schaumburg Community Consolidated School District 54

Name		Company	
524 E. Schaumburg Road		Schaumburg	
Street Address		City	
IL	60194	(847) 357-5145	SteveMiller@sd54.org
State	Zip Code	Telephone Number	Email

**II. Applicant (if not the owner)**

Name		Firm/Company	
Street Address		City	
State	Zip Code	Telephone Number	Email

Applicant's relationship to property: \_\_\_\_\_

**III. Authorized Agent on Behalf of the Owner of Applicant or (Contact Person/Project Manager)**

Don Hansen		STR Partners LLC	
Name		Firm/Company	
350 W. Ontario St., Suite 200		Chicago	
Street Address		City	
IL	60654	312-242-4168	don@strpartners.com
State	Zip Code	Telephone Number	Email

**IV. Owner Consent for Authorized Representative**

It is required that the **property owner or designated representative** be at all requests before the Planning and Zoning Commission (PZC). During the course of the meeting, questions may arise regarding the overall site, site improvements, special conditions to be included in a PZC recommendation, etc. The representative present must have knowledge of the property and have the authority to make commitments to comply with any and all conditions included in the PZC recommendations. Failure to have the owner or designated representative present at the meeting can lead to substantial delays in the hearing process. **If the owner cannot be present at the meeting, the following statement must be signed by the owner:**

I understand the requirement for the owner or an authorized representative to be present at the meeting with full authority to commit to requests, conditions and make decisions on behalf of the owner. I hereby authorize the following person(s)/firm(s) to act on my behalf and advise that he/she has full authority to act as my/our representative.

_____ Name/Firm	_____ Name/Firm
_____ Name/Firm	_____ Name/Firm

  
\_\_\_\_\_  
Owner Signature

STEVE MILLER  
\_\_\_\_\_  
Print Name

#### IV. Acknowledgement(s)

- Owner, applicant and authorized representatives may include other team members (consultants, brokers, tenants, etc.) that may be called upon to present at public meetings before the Planning and Zoning Commission and Village Board.
- Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village. Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.
- Planning and Zoning Commission members and Village Staff often conduct inspections of subject site(s) as part of the pre-hearing review of requests. These individuals will be carrying official Village identification cards that can be shown upon request.

**The Owner and Applicant**, by signing this Application, certify to the correctness of the application and all submittals.

Owner's Signature: Steve W. Miller

Owner's Name (Please Print): Steve Miller on behalf of District 54

Applicant's Signature: \_\_\_\_\_  
(If other than Owner)

Applicant's Name (Please Print): \_\_\_\_\_

Date: 4/22/24

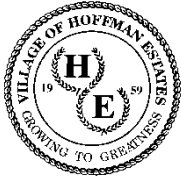
#### IV. Application and Document Submittals

All required application materials should be submitted to the Planning & Transportation Division in electronic format via email to [planning@hoffmanestates.org](mailto:planning@hoffmanestates.org). Staff will notify the applicant if full size plan submittals are also required for a particular project review. Submittal requirements can be found in Subdivision Code, Section 10-6 of the Village's Municipal Code.

All applications fees must be paid before the Planning and Zoning Commission can hear any case.

Please contact the Planning & Transportation Division with any questions:

Email: [planning@hoffmanestates.org](mailto:planning@hoffmanestates.org)  
Address: 1900 Hassell Road  
Hoffman Estates, IL 60169  
Phone: (847) 781-2660



# VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING GENERAL APPLICATION

**PROJECT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROPERTY INDEX NO.:** \_\_\_\_\_

**PROPERTY ACRES:** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

### REQUESTS BEING MADE (check all that apply):

Application Type	Subtype	Addendum
<input type="checkbox"/> ANX - Annexation	N/A	N/A
<input type="checkbox"/> MSP - Master Sign Plan	<input type="checkbox"/> New <input type="checkbox"/> Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> PLAT - Other	Type _____	N/A
<input type="checkbox"/> RPD Amendment	N/A	N/A
<input type="checkbox"/> REZ - Rezoning	From _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> TA - Text Amendment	<input type="checkbox"/> Subdivision Code <input type="checkbox"/> Zoning Code	<input type="checkbox"/> Other (please list) _____ N/A
<input type="checkbox"/> VAR - Variation	<input type="checkbox"/> Non-Residential <input type="checkbox"/> Residential <input type="checkbox"/> Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No

**I. Owner of Record**

Name		Company	
Street Address		City	
State	Zip Code	Telephone Number	Email

**II. Applicant (if not the owner)**

Name		Firm/Company	
Street Address		City	
State	Zip Code	Telephone Number	Email

Applicant's relationship to property: \_\_\_\_\_

**III. Authorized Agent on Behalf of the Owner of Applicant or (Contact Person/Project Manager)**

Name		Firm/Company	
Street Address		City	
State	Zip Code	Telephone Number	Email

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\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Name/Firm

*Dustin Hugon*

**Owner Signature**

**Print Name**



#### IV. Acknowledgement(s)

- Owner, applicant and authorized representatives may include other team members (consultants, brokers, tenants, etc.) that may be called upon to present at public meetings before the Planning and Zoning Commission and Village Board.
- Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village. Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.
- Planning and Zoning Commission members and Village Staff often conduct inspections of subject site(s) as part of the pre-hearing review of requests. These individuals will be carrying official Village identification cards that can be shown upon request.

**The Owner and Applicant**, by signing this Application, certify to the correctness of the application and all submittals.

Owner's Signature: *Dustin Hugen*

Owner's Name (Please Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_  
(If other than Owner)

Applicant's Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

#### IV. Application and Document Submittals

All required application materials should be submitted to the Planning & Transportation Division in electronic format via email to [planning@hoffmanestates.org](mailto:planning@hoffmanestates.org). Staff will notify the applicant if full size plan submittals are also required for a particular project review. Submittal requirements can be found in Subdivision Code, Section 10-6 of the Village's Municipal Code.

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Address: 1900 Hassell Road  
Hoffman Estates, IL 60169  
Phone: (847) 781-2660





Scale: 1"=20'

**LEGEND**

EXISTING	PROPOSED
Manhole	Manhole
Catch Basin	Catch Basin
Area Drain	Area Drain
Clean Out	Clean Out
Flow End Section	Flow End Section
Storm Sewer	Storm Sewer
Sanitary Sewer	Sanitary Sewer
Combined Sewer	Combined Sewer
Water Main	Water Main
Gas Line	Gas Line
Overhead Wire	Overhead Wire
Wire Vault	Wire Vault
Barbed Wire	Barbed Wire
Downspout	Downspout
Basin	Basin
Gas Valve	Gas Valve
Gas Meter	Gas Meter
Electric Manhole	Electric Manhole
Hand Hole	Hand Hole
Light Pole	Light Pole
Light Pole w/ Mast Arm	Light Pole w/ Mast Arm
Utility Pole	Utility Pole
Telephone Pedestal	Telephone Pedestal
Telephone Manhole	Telephone Manhole
Sign	Sign
Fence	Fence
Asphalt	Asphalt
Concrete	Concrete
Grass	Grass
Deciduous Tree	Deciduous Tree
Evergreen Tree	Evergreen Tree
Tree Protection Fencing of Drip Line	Tree Protection Fencing of Drip Line

**DEMOLITION LEGEND**

Utility Line Removal/Abandonment
Asphalt Pavement Removal (Full Depth)
Concrete Pavement Removal (Full Depth)
Infill Mix Removal (Full Depth)
Pavement Sawcut
Curb & Gutter Removal
Structure Removal
Tree Removal

- CONSTRUCTION MANAGER:  
**NICHOLAS & ASSOCIATES**  
1001 Feehanville Drive  
Mount Prospect, IL 60056  
(847) 394-6205
- ENGINEERING:  
**ERICKSSON ENGINEERING ASSOCIATES, LTD.**  
145 Commerce Drive, Suite A  
Grayland, IL 60030  
(847) 223-4804
- STRUCTURAL ENGINEERING:  
**SHEPHEE LULKIN & ASSOCIATES, INC.**  
4211 Main Street  
Skokie, IL 60076  
(847) 677-8600
- WITH RESOURCES:  
**CS2 DESIGN GROUP LLC**  
837 Oakton Street  
Elk Grove Village, IL 60007  
(847) 981-1880
- ROOFING AND BUILDING ENVELOPE:  
**STR-SEG/STR BUILDING RESOURCES LLC**  
350 W. Ontario Street, Suite 200  
Chicago, IL 60654  
(202) 253-4700



**KEY PLAN**

**SCOPE DOCUMENT**  
This drawing is one drawing within a complete set of documents and shall not be considered separately from the Drawings as a whole. The Drawings indicate the general scope of the project in terms of architectural design concept, the dimensions of the building, the major architectural elements and the type of structural, mechanical, and electrical systems. As Scope Documents, the Drawings do not necessarily indicate or describe all work required for full performance and completion of the requirements of the Construction Documents. On the basis of the general scope indicated or described, the Contractor shall furnish all items required for the proper execution and completion of the Work.

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**PROJECT**  
**LINCOLN PRAIRIE SCHOOL**  
ADDITION AND RENOVATIONS  
500 Hillcrest Blvd.  
Hoffman Estates, IL 60169

**SCHAUMBURG COMMUNITY**  
**CONSOLIDATED SCHOOL**  
**DISTRICT 54**  
524 E Schaumburg Road  
Schaumburg, IL 61094

STR PROJECT NUMBER  
**23046**

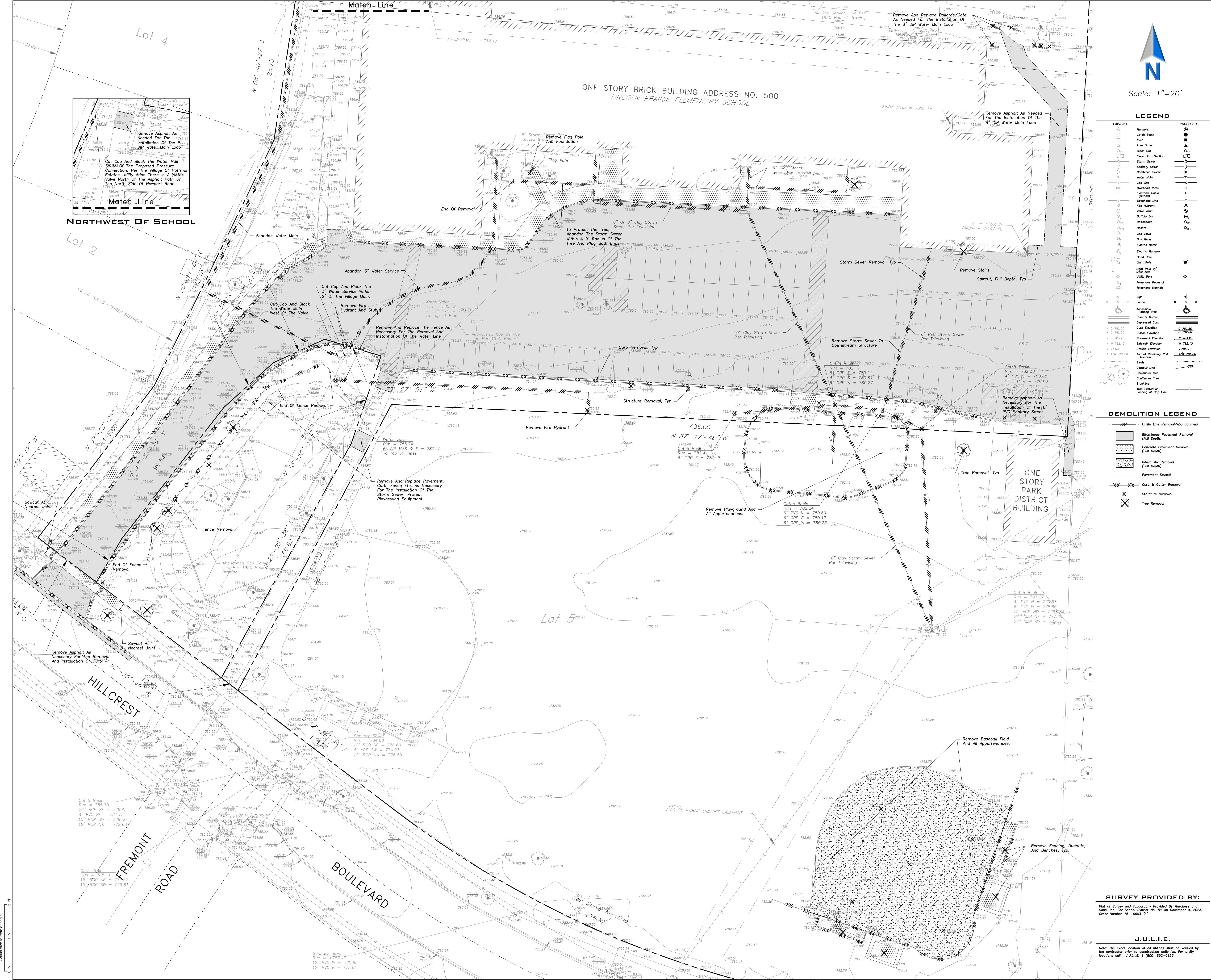
DRAWING DATES

NUMBER	DATE	COMMENTS
V3	MAY 2, 2024	REVISED FOR VILLAGE
R5	MAY 1, 2024	ISSUE FOR FINAL REVIEW
V2	APR. 10, 2024	REVISED FOR VILLAGE
V1	FEB. 28, 2024	ISSUE FOR VILLAGE REVIEW

**SITE DEMOLITION PLAN**

SHEET NUMBER

**C1.1**



Actual scale to read at scale  
0"=1"=20'

**SURVEY PROVIDED BY:**  
Plot of Survey and Topography Provided by Marchese and Sons, Inc. For School District No. 54 on December 9, 2023. Order Number 16-16603 "A"

**J.U.L.I.E.**  
Note: The exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call: J.U.L.I.E. 1 (800) 892-0123



**LEGEND**

EXISTING	PROPOSED
Manhole	Manhole
Catch Basin	Catch Basin
Asst	Asst
Area Drain	Area Drain
Clean Out	Clean Out
Flow End Section	Flow End Section
Storm Sewer	Storm Sewer
Sanitary Sewer	Sanitary Sewer
Combined Sewer	Combined Sewer
Water Main	Water Main
Gas Line	Gas Line
Overhead Wire	Overhead Wire
Electrical Cable (Buried)	Electrical Cable (Buried)
Telephone Line	Telephone Line
Fire Hydrant	Fire Hydrant
Valve Vault	Valve Vault
Barrel Box	Barrel Box
Downspout	Downspout
Ballast	Ballast
Gas Valve	Gas Valve
Gas Meter	Gas Meter
Electric Meter	Electric Meter
Electric Manhole	Electric Manhole
Hand Hole	Hand Hole
Light Pole	Light Pole
Light Pole w/ Mast Arm	Light Pole w/ Mast Arm
Utility Pole	Utility Pole
Telephone Pedestal	Telephone Pedestal
Telephone Manhole	Telephone Manhole
Sign	Sign
Fence	Fence
Accessible Parking Stall	Accessible Parking Stall
Decreased Curb	Decreased Curb
Curb & Gutter	Curb & Gutter
Gutter Elevation	Gutter Elevation
Pavement Elevation	Pavement Elevation
Sidewalk Elevation	Sidewalk Elevation
Ground Elevation	Ground Elevation
Top of Retaining Wall Elevation	Top of Retaining Wall Elevation
Scale	Scale
Outline Line	Outline Line
Deciduous Tree	Deciduous Tree
Coniferous Tree	Coniferous Tree
Shrubline	Shrubline
Tree Protection	Tree Protection
Fencing of Drp Line	Fencing of Drp Line

CONSTRUCTION MANAGER:  
**NICHOLAS & ASSOCIATES**  
1001 Feehanville Drive  
Mount Prospect, IL 60056  
(847) 394-6205

ENGINEERING:  
**ERICKSSON ENGINEERING ASSOCIATES, LTD.**  
145 Commerce Drive, Suite A  
Grayland, IL 60030  
(847) 223-4804

STRUCTURAL ENGINEERING:  
**SHEPHEE LULKIN & ASSOCIATES, INC.**  
4211 Main Street  
Skokie, IL 60076  
(847) 677-8600

WITH ENGINEERING:  
**CS2 DESIGN GROUP LLC**  
837 Oakton Street  
Elk Grove Village, IL 60007  
(847) 581-1890

FOUNDATIONS AND BUILDING ENVELOPE:  
**STR-REG/STR BUILDING RESOURCES LLC**  
350 W. Ontario Street, Suite 200  
Chicago, IL 60654  
(262) 253-4700



**KEY PLAN**

**SCOPE DOCUMENT**

This drawing is one drawing within a complete set of documents and shall not be considered separately from the Drawings as a whole. The Drawings indicate the general scope of the project in terms of architectural design concept, the dimensions of the building, the major architectural elements and the type of structural, mechanical, and electrical systems. As Scope Documents, the Drawings do not necessarily indicate or describe all work required for full performance and completion of the requirements of the Construction Documents. On the basis of the general scope indicated or described, the Contractor shall furnish all items required for the proper execution and completion of the Work.

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**PROJECT**

**LINCOLN PRAIRIE SCHOOL ADDITION AND RENOVATIONS**  
500 Hillcrest Blvd.  
Hoffman Estates, IL 60169

**SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54**  
524 E Schaumburg Road  
Schaumburg, IL 61094

**CLIENT PROJECT NUMBER**

STR PROJECT NUMBER  
**23046**

**DRAWING DATES**

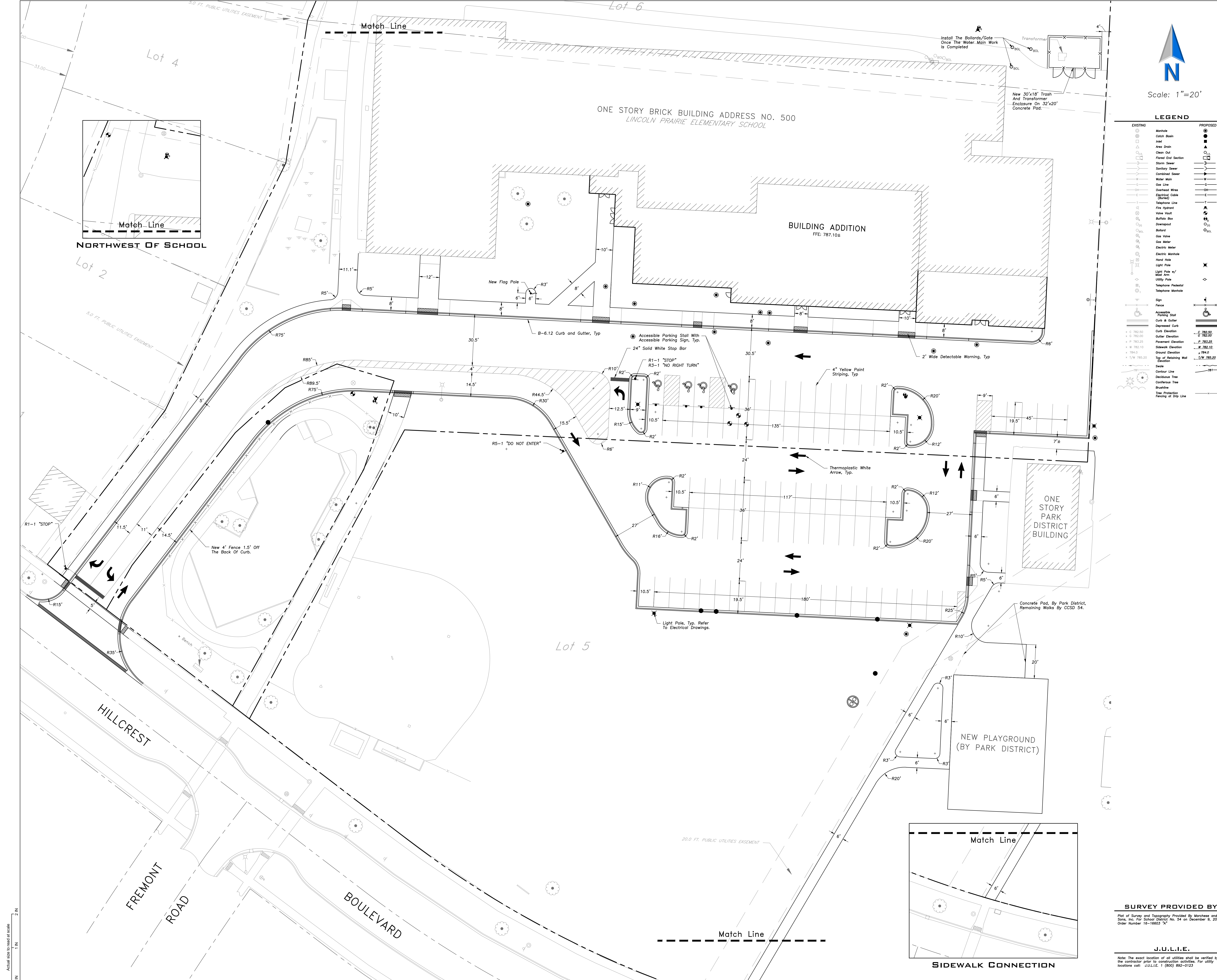
NUMBER	DATE	COMMENTS
V3	MAY 2, 2024	REVISED FOR VILLAGE
R5	MAY 1, 2024	ISSUE FOR FINAL REVIEW
V2	APR. 10, 2024	REVISED FOR VILLAGE
V1	FEB. 28, 2024	ISSUE FOR VILLAGE REVIEW

**DRAWING TITLE**

**SITE GEOMETRY PLAN**

**SHEET NUMBER**

**C2.1**



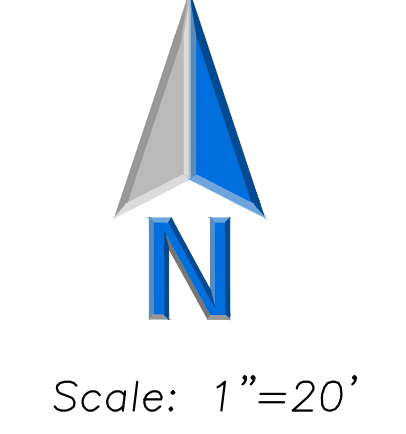
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**SURVEY PROVIDED BY:**  
Plot of Survey and Topography Provided by Marchese and Sons, Inc. For School District No. 54 on December 9, 2023. Order Number 16-16603 7x

**J.U.L.I.E.**  
Note: The exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call: J.U.L.I.E. 1 (800) 892-0123

**IN-PROGRESS NOT FOR CONSTRUCTION 5/2/24**





LEGEND table with columns for EXISTING and PROPOSED symbols for Manhole, Catch Basin, Area Drain, Storm Sewer, Sanitary Sewer, Water Main, Gas Line, etc.

KEY PLAN

SCOPE DOCUMENT This drawing is one drawing within a complete set of documents and shall not be considered separately from the Drawings as a whole. The Drawings indicate the general scope of the project in terms of architectural design concept, the dimensions of the building, the major architectural elements and the type of structural, mechanical, and electrical systems. As Scope Documents, the Drawings do not necessarily indicate or describe all work required for full performance and completion of the requirements of the Construction Documents. On the basis of the general scope indicated or described, the Contractor shall furnish all items required for the proper execution and completion of the Work.

PROJECT LINCOLN PRAIRIE SCHOOL ADDITION AND RENOVATIONS 500 Hillcrest Blvd. Hoffman Estates, IL 60169

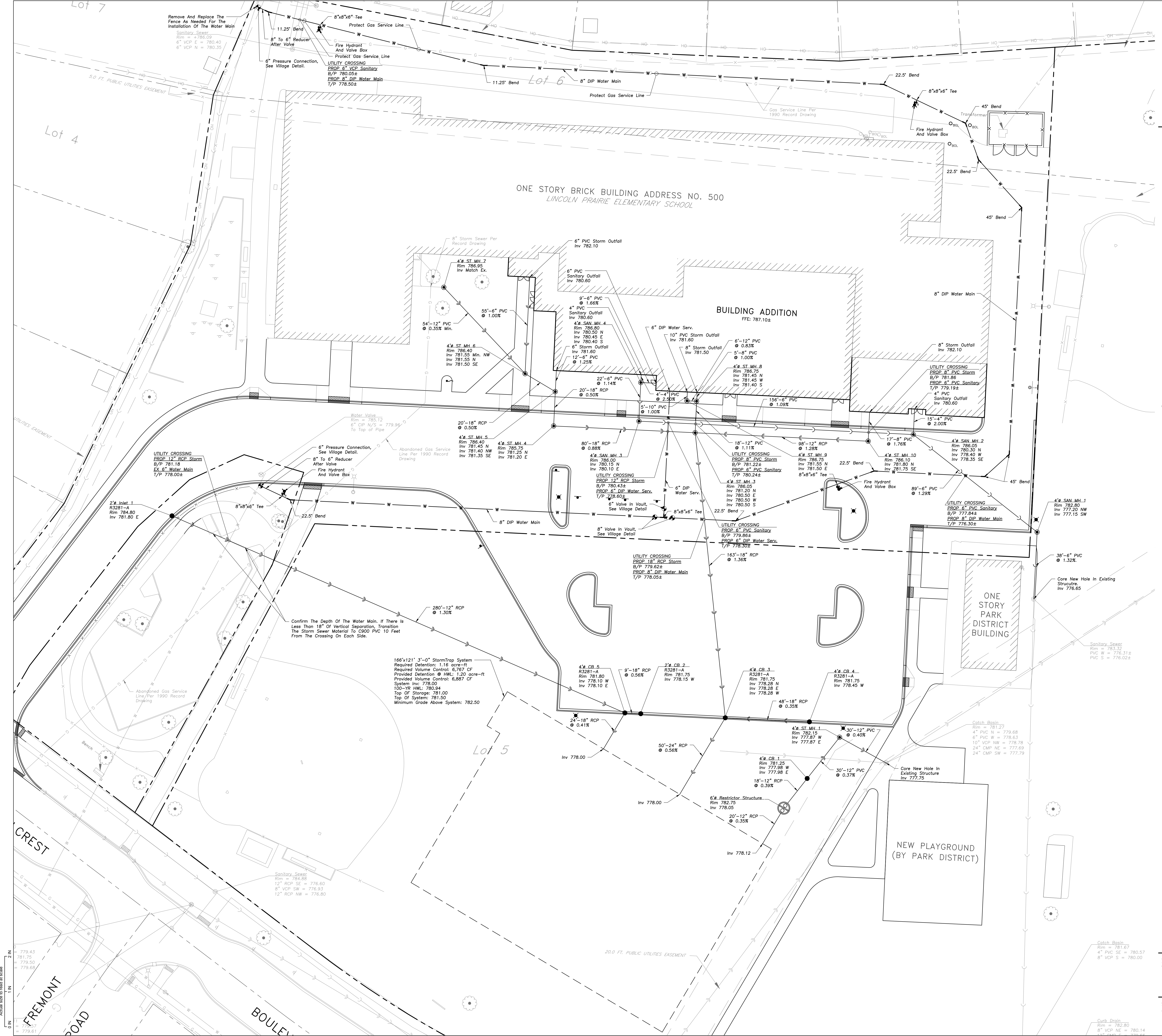
SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54 524 E Schaumburg Road Schaumburg, IL 61094

STR PROJECT NUMBER 23046 DRAWING DATES

Table with columns: NUMBER, DATE, COMMENTS. Includes dates like MAY 2, 2024, MAY 1, 2024, APR. 10, 2024, FEB. 28, 2024.

SURVEY PROVIDED BY: J.U.L.I.E. Plot of Survey and Topography Provided by Marianne and Sons, Inc. For School District No. 54 on December 9, 2023. Order Number 16-16603 "A"

SITE UTILITY PLAN SHEET NUMBER C3.1



Actual size to read at scale





KEY PLAN

SCOPE DOCUMENT

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PROJECT  
**LINCOLN PRAIRIE SCHOOL  
ADDITION AND RENOVATIONS**  
500 Hillcrest Blvd.  
Hoffman Estates, IL 60169

**SCHAUMBURG COMMUNITY  
CONSOLIDATED SCHOOL  
DISTRICT 54**  
524 E Schaumburg Road  
Schaumburg, IL 61094

STR PROJECT NUMBER  
**23046**  
DRAWING DATES

NUMBER	DATE	COMMENTS
V3	MAY 2, 2024	REVISED FOR VILLAGE
R5	MAY 1, 2024	ISSUE FOR FINAL REVIEW
V2	APR. 10, 2024	REVISED FOR VILLAGE
V1	FEB. 28, 2024	ISSUE FOR VILLAGE REVIEW

GRADING TITLE  
**GRADING PAVING  
AND SESC PLAN**

SHEET NUMBER  
**C4.1**



Scale: 1"=20'

**LEGEND**

EXISTING	PROPOSED
Manhole	Manhole
Catch Basin	Catch Basin
Area	Area
Area Drain	Area Drain
Clean Out	Clean Out
Flow Out Section	Flow Out Section
Storm Sewer	Storm Sewer
Sanitary Sewer	Sanitary Sewer
Combined Sewer	Combined Sewer
Water Main	Water Main
Gas Line	Gas Line
Overhead Wire	Overhead Wire
Electric Cable (Buried)	Electric Cable (Buried)
Telephone Line	Telephone Line
Fire Hydrant	Fire Hydrant
Valve Vault	Valve Vault
Barrel Box	Barrel Box
Downspout	Downspout
Motor	Motor
Gas Valve	Gas Valve
Gas Meter	Gas Meter
Electric Meter	Electric Meter
Electric Manhole	Electric Manhole
Hand Hole	Hand Hole
Light Pole	Light Pole
Light Pole w/ Mast Arm	Light Pole w/ Mast Arm
Utility Pole	Utility Pole
Telephone Pedestal	Telephone Pedestal
Telephone Manhole	Telephone Manhole
Sign	Sign
Fence	Fence
Accessible Parking Stall	Accessible Parking Stall
Curb - A, Outer	Curb - A, Outer
Downsized Curb	Downsized Curb
Curb Elevation	Curb Elevation
Gutter Elevation	Gutter Elevation
Powerline Elevation	Powerline Elevation
Sidewalk Elevation	Sidewalk Elevation
Ground Elevation	Ground Elevation
Top of Retaining Wall Elevation	Top of Retaining Wall Elevation
Grade	Grade
Contour Line	Contour Line
Deciduous Tree	Deciduous Tree
Evergreen Tree	Evergreen Tree
Shrub	Shrub
Tree Protection Fencing or Drip Line	Tree Protection Fencing or Drip Line

**PAVING & SURFACE LEGEND**

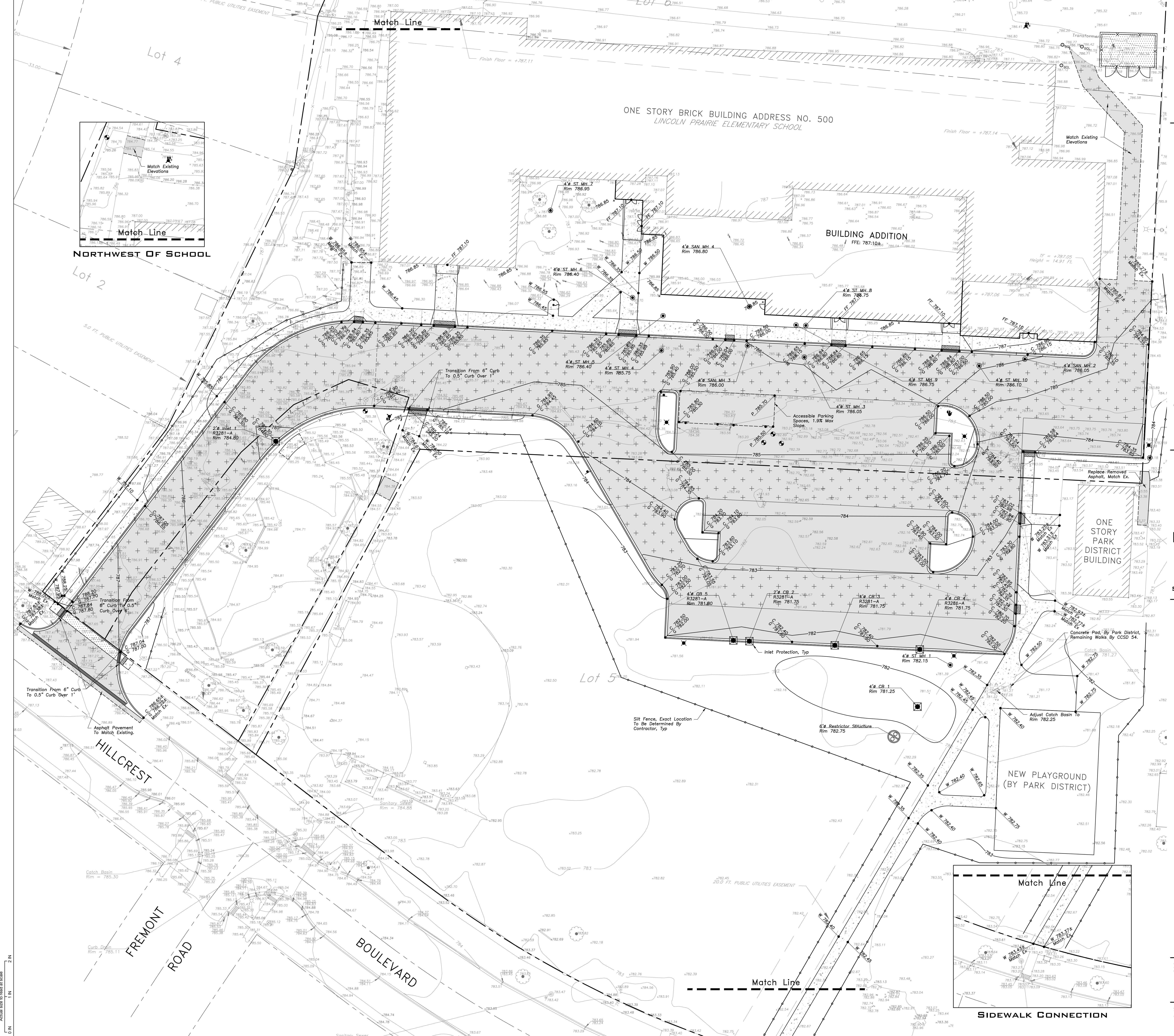
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	2 1/2" Hot Mix Asphalt, 1/2" IL-19.0, NSD
	Prime Coat (0.25 gal/sq yd)
	8" Aggregate Base Course, Type B, Crushed, CA-6
	Non-Woven Geotextile Fabric, 3 oz/sy
Heavy-Duty Concrete Section	6" Portland Cement Concrete
	6" 1/2" W-9.5/2.9 Welded Wire Fabric
	6" Aggregate Base Course, Type B, Crushed
Concrete Sidewalk Section	3" Portland Cement Concrete
	5" 6" 1/2" W-9.5/2.9 Welded Wire Fabric
	4" Aggregate Base Course, Type B, Crushed
Heavy-Duty Asphalt Pavement Section	1 1/2" Hot Mix Asphalt, 1/2" IL-2.5, NSD
	3 1/2" Hot Mix Asphalt, 1/2" IL-19.0, NSD
	Prime Coat (0.25 gal/sq yd)
	10" Aggregate Base Course, Type B, Crushed, CA-6
	Non-Woven Geotextile Fabric, 3 oz

**SOIL EROSION & SEDIMENTATION CONTROL LEGEND**

Silt Fence	Silt Fence
Catch-Basin, Park Chop Sediment (or equal) Paved or Existing Stabilized Area	Catch-Basin, Park Chop Sediment (or equal) Paved or Existing Stabilized Area

**SURVEY PROVIDED BY:**  
Plot of Survey and Topography Provided by Harshco and Sons, Inc. For School District No. 54 on December 9, 2023. Order Number 16-16603 "A"

**J.U.L.I.E.**  
Note the exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call: J.U.L.I.E. 1 (800) 892-0123



Actual size to read at scale  
0 IN 1 IN 2 IN



- CONSTRUCTION MANAGER:  
**NICHOLAS & ASSOCIATES**  
 1001 Feehanville Drive  
 Mount Prospect, IL 60056  
 (847) 394-6205
- ENGINEERING:  
**ERICKSSON ENGINEERING ASSOCIATES, LTD.**  
 145 Commerce Drive, Suite A  
 Grayland, IL 60030  
 (847) 223-4804
- STRUCTURAL ENGINEERING:  
**SHEFFEE LULKIN & ASSOCIATES, INC.**  
 4211 Main Street  
 Skokie, IL 60076  
 (847) 677-8600
- MECHANICAL ENGINEERING:  
**CS2 DESIGN GROUP LLC**  
 837 Oakton Street  
 Elk Grove Village, IL 60007  
 (847) 981-1880
- ROOFING AND BUILDING ENVELOPE:  
**STR-SEG/STR BUILDING RESOURCES LLC**  
 350 W. Ontario Street, Suite 200  
 Chicago, IL 60654  
 (262) 253-4700



KEY PLAN

SCOPE DOCUMENT  
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PROJECT  
**LINCOLN PRAIRIE SCHOOL  
 ADDITION AND RENOVATIONS**  
 500 Hillcrest Blvd.  
 Hoffman Estates, IL 60169

**SCHAUMBURG COMMUNITY  
 CONSOLIDATED SCHOOL  
 DISTRICT 54**  
 524 E Schaumburg Road  
 Schaumburg, IL 61094

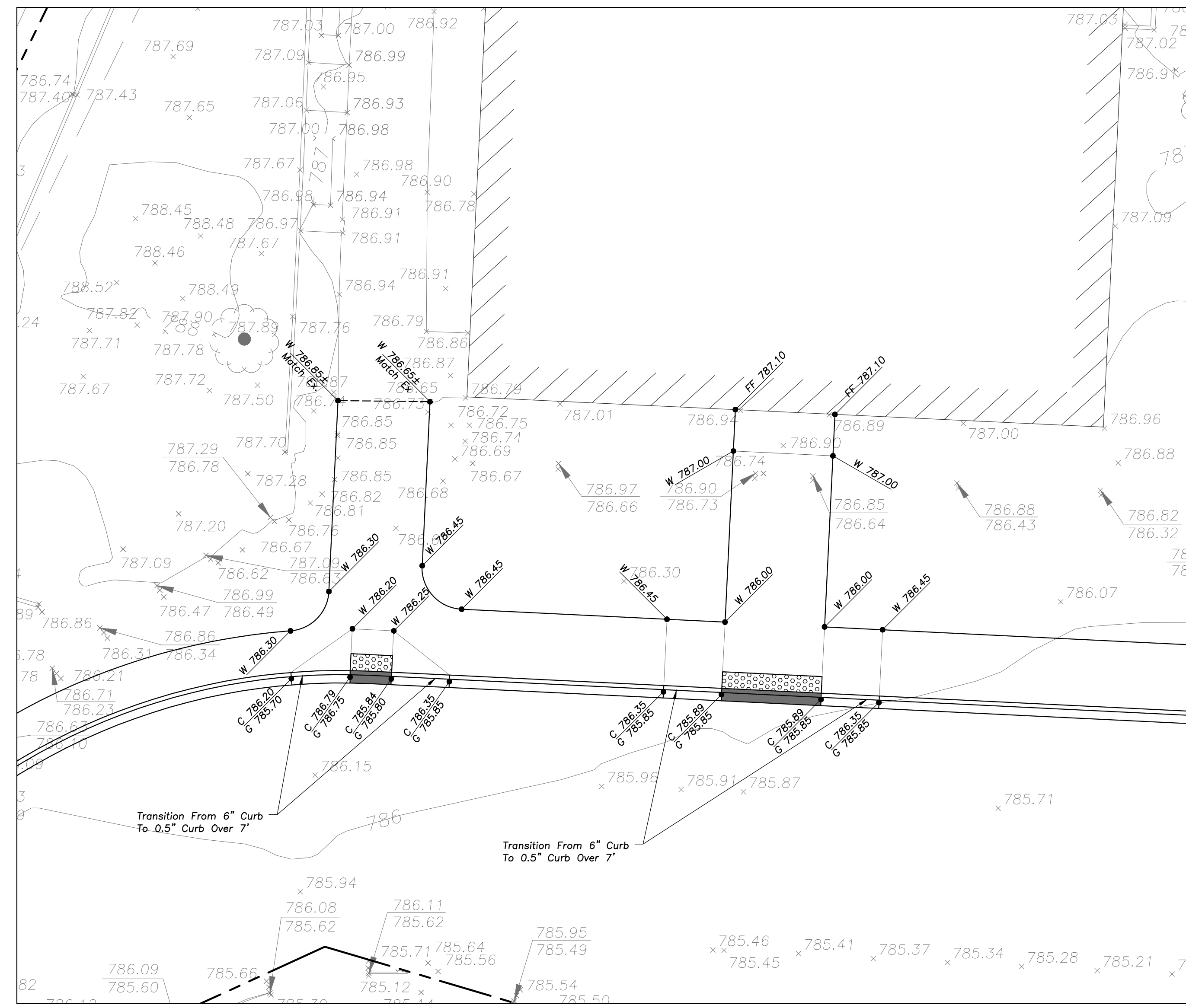
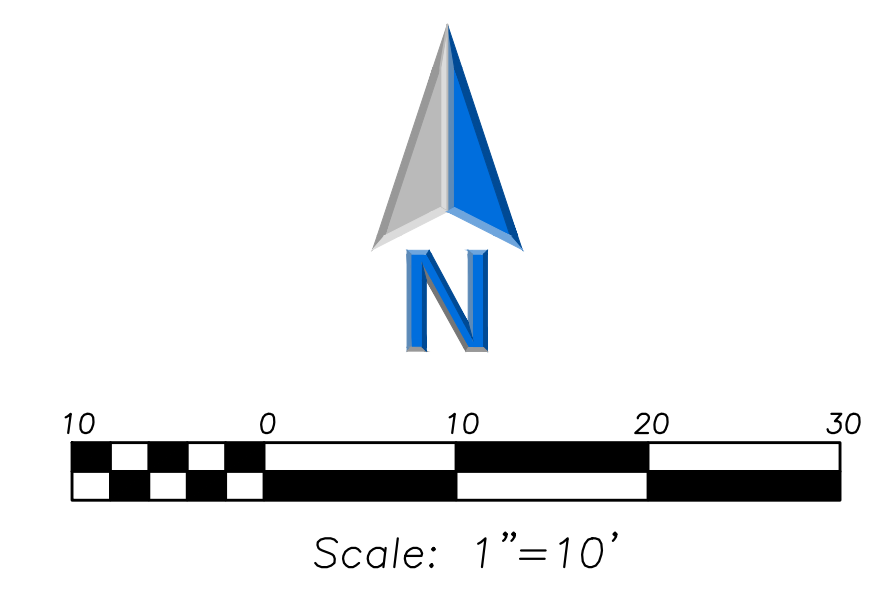
STR PROJECT NUMBER  
**23046**

DRAWING DATES

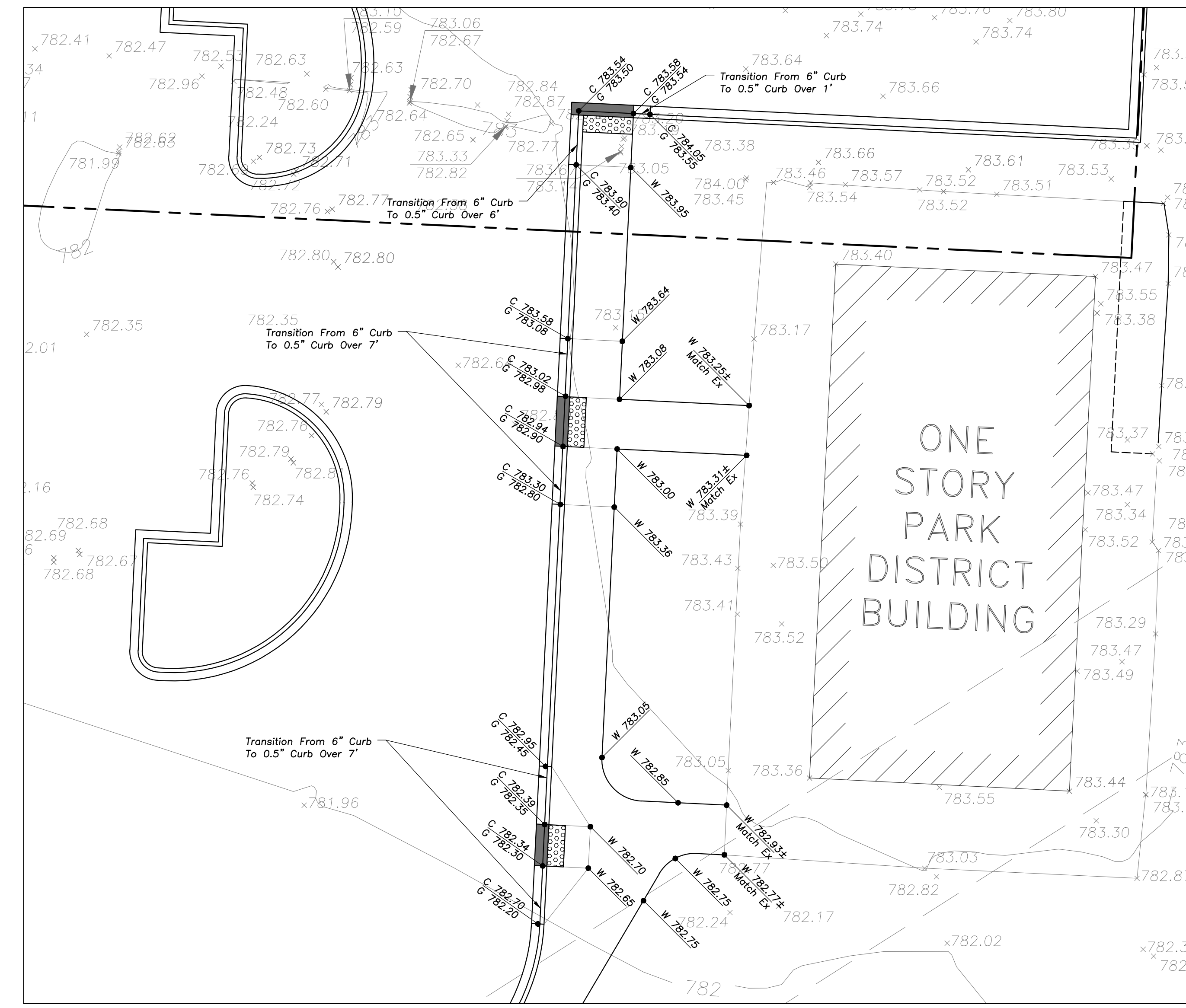
NUMBER	DATE	COMMENTS
V3	MAY 2, 2024	REVISED FOR VILLAGE
R5	MAY 1, 2024	ISSUE FOR FINAL REVIEW
V2	APR. 10, 2024	REVISED FOR VILLAGE
V1	FEB. 28, 2024	ISSUE FOR VILLAGE REVIEW

DRAWING TITLE  
**CURB RAMP  
 DETAILS**

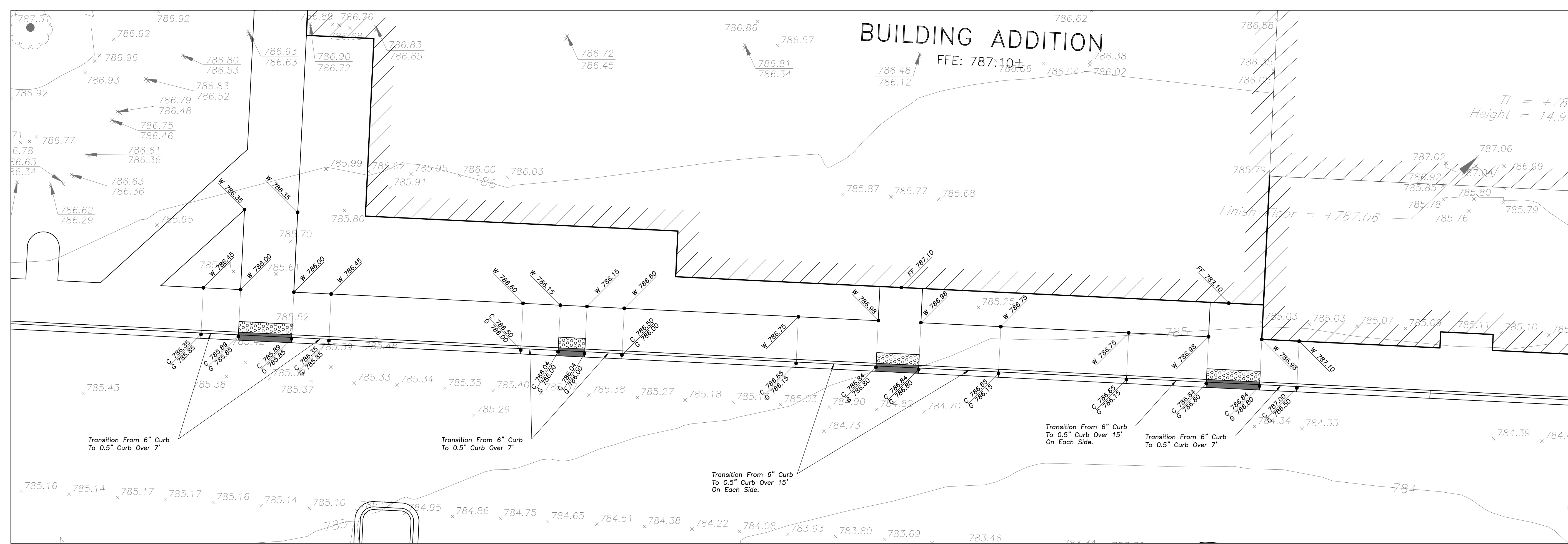
SHEET NUMBER  
**C4.2**



SOUTHWEST SIDE OF SCHOOL



WEST OF PARK DISTRICT BUILDING



SOUTH OF THE PROPOSED ADDITIONS

SURVEY PROVIDED BY:

Plot of Survey and Topography Provided by Marston and Sons, Inc. For School District No. 54 on December 9, 2023. Order Number 16-16603 "X"

J.U.L.I.E.

Note: The exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call: J.U.L.I.E. 1 (800) 892-0123

Actual size to read at scale



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by 5a7 LLC 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

**MEETING DATE:** June 10, 2024

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta, Development Services Director

**REQUEST:** Request by 5a7 LLC 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.

**BACKGROUND:** The Development Agreement for the 16-acre parcel at the northwest corner of State Route 72 and Old Sutton Road (approved May 1, 2017) included a two-year deadline to remove the pre-existing outdoor storage and material sales uses from the property. Subsequently in 2019 and 2023, the Village Board agreed to further extensions, with the most recent expiring in February 2024. The uses continue and staff has been working with the owner to coordinate a committee date to discuss another formal extension.

Use of the property for outdoor storage and sales pre-dates the establishment of the current Commercial Mixed Use (C-MU) Zoning designation. Since these uses are not allowed in the C-MU District, Section 5.D. of the Development Agreement established a mutually agreed upon removal date (or earlier if the property is sold or approved for development before then). Existing uses include several tenants leasing outdoor fenced storage space for various contracting businesses, as well as a mulch processing and sales business.

**DISCUSSION:** The property owner is proposing an additional extension that would allow the existing uses to remain until the earlier of 30 days following:

- (i) the date of a sale by the owners of all or a part of the 16-acre property; or,
- (ii) the date construction is completed on extending sewer and water across Higgins Road to the 16-acre property.

The owner provided the attached request letter outlining his perspective on the property’s history and summarizing reasons for this requested extension.



**SUMMARY:**

If the Committee agrees to the extension requested by the petitioner (or a different timeframe), staff will work with Corporation Counsel and the petitioner to prepare a formal amendment to the Development Agreement to be presented for consideration at an upcoming meeting.

**RECOMMENDATION:**

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

Attachments

cc: Anthony Iatarola

Mr. Peter Gugliotta  
Village of Hoffman Estates  
1900 Hassel Road  
Hoffman Estates, IL 60195

June 6, 2024

Re: Commercial Tenants on 16 acres (Lot 2)

Dear Pete,

***We respectfully request an extension of time from the Village to lease the commercial area of the 16 acres to the earlier of 30 days following (i) the date of a sale by the owners of all or a part of the 16 acres or (ii) the date construction is completed on extending sewer and water across R72 to the 16 acres.*** The requested extension would allow the owners to preserve ownership by leasing the commercial area which would provide cash flow vital to payment of real estate taxes on the 16 acres.

**History:** Following the annexation of the northwest and southwest corners at State Routes 59 and 72 into the Village in September of 2004, members of the Village urged the owners to acquire the 16 acres to complete the assemblage with the other properties, 146 acres (Lot 1) and 24 acres (Lot 3), with common ownership to the 16 acres. The owners purchased the 16 acres in March 2007 and rezoned the 16 acres under a Redevelopment Agreement with the Village in 2009. Following the rezoning, the market collapsed. In 2012, the owners raised an additional \$2.2M to avoid foreclosure on the 16 acres.

In May of 2017, the owner annexed the 146acs to the Village. Concurrently, the Village approved an updated Development Agreement for the 16 acres, and the owners agreed to vacate the commercial tenants at a later date. The owners' reluctance in agreeing to the covenant was losing the sole source of cash flow to pay real estate taxes before the 16 acres could be sold.

Residents of the Regency in South Barrington sued the owners in July of 2017 and effectively halted any market activity in connection with the 16 acres until a settlement with the South Barrington petitioners at the end of 2019. Following, the Village enacted a TIF District in January of 2020 that included the 16 acres.

All parties are aware of the extraordinary financial burden attributable to (i) the prior dumping of construction debris by others on the 16 acres and (ii) the public infrastructure, including roadwork to Old Sutton, Route 59 and Route 72, wet and dry utilities, and a lift station (collectively the "Master Infrastructure") necessary to sell the 16 acres and activate development.

**Operations:**

- ***Real estate taxes.*** In 2018, the Cook County Assessor eliminated the agricultural exemption for the 16 acres (even though the uses did not change) and the real estate taxes for the 16 acres significantly escalated from \$399 in 2016 to a high of \$183,849 in 2020. After exhausting all appeal rights, the owners filed lawsuits against the Assessor for 2019, 2020 and 2021. Unfortunately, the previous tax appeal law firm missed the filing deadline for the 2018 taxes. The owners will file additional lawsuits against the Assessor in 2024 for 2022. Filing the lawsuits are made possible because the tax attorneys are paid on a contingent fee basis. After an appeal to the Board of Review in 2023, the gross real estate taxes payable in 2024 for taxable year 2023 approximates \$120,000/year.
- ***Other expenses.*** Approximate \$20,000 per year.
- ***Gross Rents.*** Approximate \$125,000/year.
- ***Bank Balance.*** The increase in real estate taxes has wiped out all operating reserves.
- ***Tenants.*** A diverse group of minority-owned companies who provide services to residents of the Village and neighboring communities.

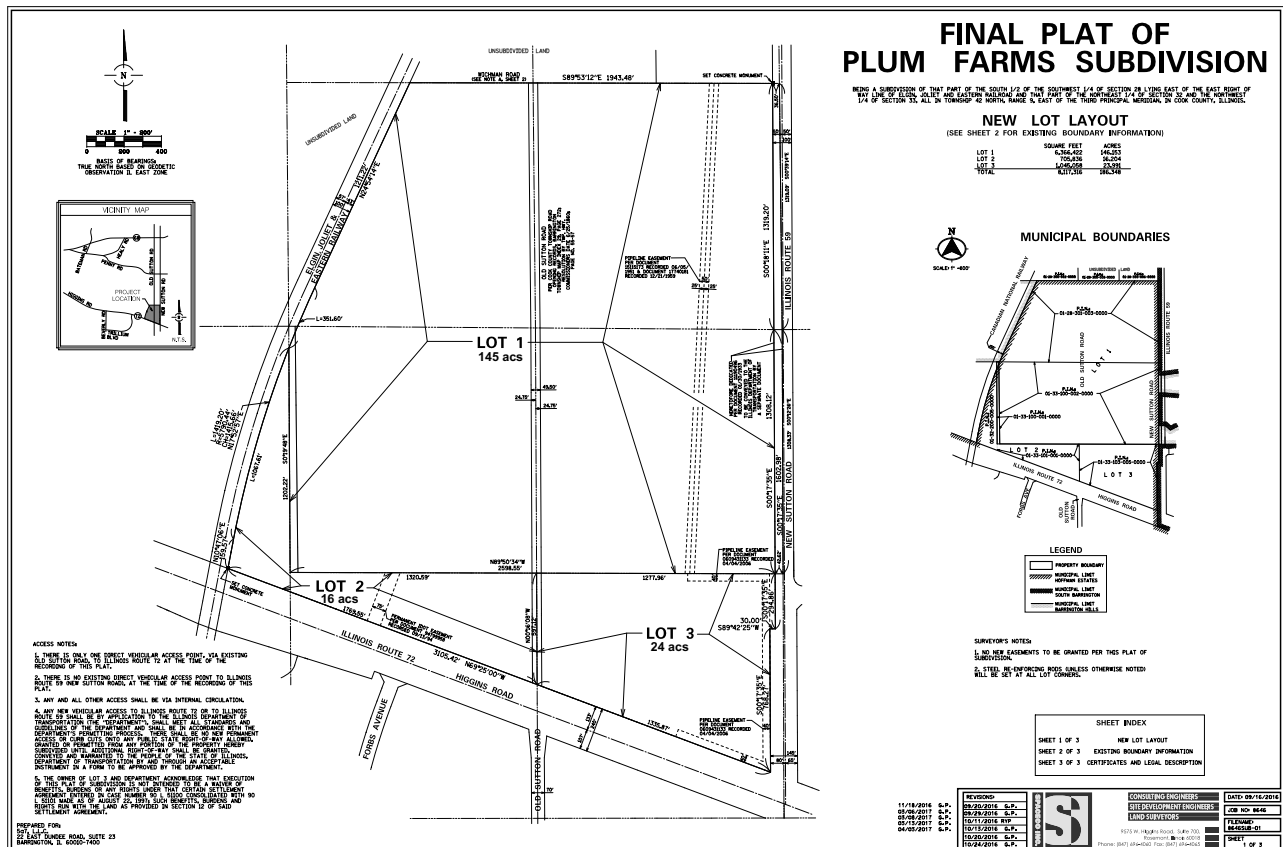
**TIF and Development Approvals:** The timing for development of the 16 acres is subject to the Village approving a development proposal and a TIF Redevelopment Agreement for construction of the Master Infrastructure.

- In 2022, the Village rejected a proposal from CRG Residential to build 316 luxury multi-family units in a \$92.5M Class A luxury multi-family project on 18+acs of the 16 acres.
- In January of 2020, the owners began planning with the Village the extension of sewer and water utilities across R72. In March of 2023, the Village Board approved the extension of those utilities. The approval expired in March of 2024. On August 18, 2023, the Village informed the owners that they would prefer to approve extending sewer and water when a developer is prepared to construct the Improvements and develop an area of land.
- Recently, staff rejected using the TIF to clean and clear the commercial area of the 16 acres to vacate the commercial tenants.

The owners have expended significant monies over 18+ years to maintain and defend the 16 acres. Granting an extension of time to lease to the commercial tenants would provide the owners with cash flow vital to pay real estate taxes. Commonality of ownership and an integrated development would be preserved for the owners of Lots 1, 2 and 3 which comprise Plum Farms. The Village's approval of a development proposal and a TIF Redevelopment Agreement for constructing the Master Infrastructure, will determine when the 16 acres is sold and developed.

Respectfully submitted,

Anthony Iatarola  
 Managing Member of 5a7, LLC on behalf of the owners



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval to repeal Municipal Code Article 8-12 (Animal Permits) and Section 8-2-1.C (Animal License Fees), and to amend Section 7-13-1.D.1 to eliminate related penalties.

**MEETING DATE:** June 10, 2024

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta, Development Services Director

**REQUEST:** Request approval to repeal Municipal Code Article 8-12 (Animal Permits) and Section 8-2-1.C (Animal License Fees), and to amend Section 7-13-1.D.1 to eliminate related penalties.

**BACKGROUND:** Article 8-12 of the Municipal Code requires an annual license for all dogs and cats four months or older. License tags are issued after verification of rabies vaccination and payment of a \$5 fee (\$2 for seniors). The tags are required to be fastened to the animal's collar at all times.

In an effort to update operations and improve services for residents, staff has identified the requirement for dog and cat licenses to be outdated and a candidate for elimination. The Village is also currently implementing a new online license system (similar to building permits) making the timing right to consider eliminating this license type.

Records indicate the number of pet licenses has declined steadily from 2,476 issued in 2014, to just 1,352 issued in 2023 (45% decrease in 10 years). There is no practical way to determine the actual number of dogs and cats owned in the Village that do not have licenses, however, Cook County rabies tag sales for 2022-2023 totaled 1,924 in Hoffman Estates, indicating a substantial number of pet owners do not have Village licenses. The decrease in licenses seems to be contrary to general state or national statistics typically quoted in media publications that regularly indicate pet ownership has been increasing over the years.

Beyond the licensing regulations, the Municipal Code has a separate section (Article 7-6) on animal control that is enforced by the Police Department – no changes are recommended to this code section.

**DISCUSSION:** During a code change process several years ago, staff noted animal licenses no longer appeared to have the same value they once had, and the program would be monitored for possible elimination. Staff has

**DISCUSSION: (Continued)**

not been able to identify any past instances where a Village pet tag was used to find the owner of a lost animal or for any other purpose. A dog owned by a responsible pet owner would likely have a Cook County rabies identification tag, along with a phone number and/or address displayed on their collar. Further, an increasing number of pet owners also have their pet microchipped and registered, which is the most reliable method for returning lost pets to their owners.

The program is also not useful for enforcing the combined limit of five cats and dogs per residence in the Village. Violations of this type are rare and typically identified through complaints or other incidents, not through the license requirement. Any owner choosing to have more than five animals in violation of the ordinance would simply not obtain a Village license for more than five. Barring a complaint or other incident, we would have no way of knowing the total number of animals.

Each year staff invests time and resources ordering pet tags, sending license renewal letters, re-registering each pet with the owners, and following up with those who do not renew by the deadline. The time spent to administer this program, which does not appear to have practical benefits, could instead be used to enhance customer service on other more important functions.

Further, the license requirement is an inconvenience for residents, without any associated benefit as a local government function.

*Summary of Proposed Code Change*

The attached mark-up document and draft ordinance proposes to delete Article 8-12 (Animal Permits) and Section 8-2-1.C (Animal License Fees). Related penalties in Section 7-13-1.D.1 are also deleted.

*Additional Information*

While putting together this amendment, staff identified the fact the Cook County Department of Animal and Rabies Control currently has multiple rabies vaccine and microchip clinics scheduled, including one at the Schaumburg Township building in September (see attached flyer). The Village can help support pet owners by promoting these low-cost County rabies and microchip events in the area.

**FINANCIAL IMPACT:**

The total revenue from pet licenses in 2023 was \$7,284.47. Elimination of this revenue from the Village Budget would not be impactful, especially since we would also eliminate the annual expenses to purchase pet tags, multiple mailings, and staff time. The exact expenses are difficult to estimate, but likely consume much of the revenue amount.

**RECOMMENDATION:**

Request approval to repeal Municipal Code Article 8-12 (Animal Permits) and Section 8-2-1.C (Animal License Fees), and to amend Section 7-13-1.D.1 to eliminate related penalties.

Attachments

# FREE RABIES VACCINE AND MICROCHIP CLINIC FOR PETS



**Saturday, September 14**

**from 10 a.m. - 1 p.m.**

Schaumburg Township Highway Department  
1 Illinois Blvd., Hoffman Estates, IL 60169

**Services offered:**  
1-year rabies vaccines  
Distemper vaccines  
Microchips

**Free for first 100 pets.**  
Pet owners must keep  
dogs leashed and cats  
must be in carriers.



Co-hosted by Heartland Animal Shelter

Presented in partnership with the Cook County Department of Animal and Rabies Control and Cook County Commissioner Kevin Morrison, 15th District



**Attachment to PB&Z Memo – Animal Licenses**  
**June 24, 2024**

**Chapter 8 - LICENSES**

**ARTICLE 12. ~~ANIMAL PERMITS~~ RESERVED**

**~~Sec. 8-12-1. License required.~~**

~~It shall be the duty of every person owning, keeping or harboring any dog or cat in the Village other than a licensed kennel, pet shop or veterinary hospital, to obtain an annual license if the animal is over four (4) months of age. All owners shall obtain a license with the Village Clerk prior to November 1 each year, or within thirty (30) days after becoming the owner or keeper of a dog or cat, four (4) months of age or older.~~

**~~Sec. 8-12-2. License application.~~**

- ~~A. — Application shall be made on forms provided by the Village Clerk. The owner paying the license fee shall receive a tag from the Village Clerk after a certificate from a veterinarian is presented that the dog and/or cat is currently inoculated against rabies. The tags shall contain such lettering as may be directed by the Village Clerk.~~
- ~~B. — Such tags shall be securely fastened to the dog and/or cat's collar or harness and worn at all times.~~
- ~~C. — The Village Clerk shall maintain a record of the identifying numbers. This record shall also include a statement of the owner's name, address and telephone number for each animal for which a license is sought.~~

**~~Sec. 8-12-3. Transference of license prohibited.~~**

~~Each license issued is for the specific pet listed on the application form. The transference of a license from one person to another person shall be prohibited. A replacement license may be obtained upon payment of a \$1.00 fee.~~

**~~Sec. 8-12-4. Service and village-owned police dogs.~~**

~~A "service animal" means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. A license shall be required for service dogs and Village-owned police dogs. No fee shall be required.~~

**~~Sec. 8-12-5. Vaccination required.~~**

- ~~A. — Every owner of a dog or cat four (4) months or more of age shall cause such animal to be inoculated with a rabies vaccine by a licensed veterinarian at such intervals as approved by the State Department of Agriculture.~~
- ~~B. — No license for a dog or cat shall be issued unless the application for such license is accompanied by a current certificate by a veterinarian that said dog or cat has received inoculation for rabies prevention or in cases where it is not medically safe for the animal to be inoculated, documentation from a veterinarian must be provided stating such.~~



**Attachment to PB&Z Memo – Animal Licenses**  
**June 24, 2024**

**Chapter 8 - LICENSES**

**ARTICLE 2. – LICENSE FEES**

**Sec. 8-2-1. Fees.**

C. ~~Animal License Fees. The schedule of animal license fees is as follows:~~ RESERVED

~~1. — Each Dog \$5.00~~

~~2. — Each Cat 5.00~~

~~Senior Citizens: The animal license fees required of citizens sixty five (65) years of age and over shall be Two Dollars (\$2.00) per animal, said discount not to exceed two (2) such animals per household. A penalty of \$1.50 per month will be assessed beginning December 1 for animals that were eligible for licensing on November 1 of that year.~~

**Amend Sec. 7-13-1. Penalty to remove the following categories:**

~~No Dog License \$50~~

~~No Rabies Tag \$50~~

**ORDINANCE NO. \_\_\_\_\_ - 2024**

**VILLAGE OF HOFFMAN ESTATES**

**AN ORDINANCE AMENDING SECTIONS 7-13-1 (PENALTY),  
8-2-1 (FEES), AND ARTICLE 8-12 (ANIMAL PERMITS)**

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

Section 1: That Section 7-13-1.D.1, PENALTY, of the Hoffman Estates Municipal Code be and is hereby amended by deleting therefrom the following sub-categories and penalties:

- No Dog License \$50
- No Rabies Tag \$50

Section 2: That Section 8-2-1.C, ANIMAL LICENSE FEES, of the Hoffman Estates Municipal Code be and is hereby repealed, removed and deleted.

Section 3: That Article 8-12, ANIMAL PERMITS, of the Hoffman Estates Municipal Code be and is hereby repealed, removed and deleted.

Section 4: The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 5: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval to amend Municipal Code Sections 7-13-1 (Penalty), 8-2-1 (Fees), and 8-7-19 (Garage Sales) to eliminate permit requirements for garage sales

**MEETING DATE:** June 10, 2024

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta, Development Services Director

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**REQUEST:** Request approval to amend Municipal Code Sections 7-13-1 (Penalty), 8-2-1 (Fees), and 8-7-19 (Garage Sales) to eliminate permit requirements for garage sales.

**BACKGROUND:** In 2011, the Village added regulations on garage sales to the Municipal Code. Previously garage sales were not addressed in the code and there was an informal practice of allowing three per year before interpreting these sales as becoming an illegal commercial business in a residential neighborhood. The new rules included limits on frequency, hours, days, nature of goods displayed, and signage. The code change also required a no-fee permit, and a \$10 penalty if a permit was not obtained prior to the sale. An administrative decision was made at the time the permit requirement was initiated to have the Village list all active garage sales on the Village website, which is an additional investment of resources. The current value of this effort is questionable given the rise in popularity of private social media posts that are likely to perform the same function more effectively.

To update operations and improve services for residents, staff is proposing updates to the Municipal Code to eliminate the garage sale permit requirement.

**DISCUSSION:** After 13 years of experience, it is clear the addition of the new garage sale code section has provided clarity for residents and has proven useful for enforcement. Since most rules are consistent with typical resident desires, a vast majority of residents adhere to the Thursday through Sunday restriction, the maximum of three sales per year, and the time restriction of 8:00 a.m. to 6:00 p.m. Compliance with the signage rules is mixed, and sometimes involves a Code Officer addressing improper signs. Few issues occur with garage sales – on average, there are approximately two

**DISCUSSION: (Continued)**

violation cases per year (not counting some sign issues the Code Officers simply address with residents on location).

Beyond the rules established, it is clear administering the permit requirement involves greater staff resources than originally anticipated, creates an inconvenience for residents, and does not provide much value for enforcing the basic rules. Although the signage rules are included as conditions with the garage sale permit, often residents place their signs without carefully reviewing these conditions. The garage sale permit appears to function (poorly) as a communication tool, which is not the typical purpose for a permit. In contrast, the building permit process has much more value since it facilitates the review of a plan and triggers a series of inspections to ensure proper construction and safety, none of which are relevant for garage sales. The garage sale permit process also has no value for Code Enforcement when residents choose to exceed the three-per-year limit because they simply will not request a permit for their fourth, fifth, or more sales. These occasional violation cases effectively cite the code section limiting the number of sales, not the permit requirement.

After assessing the permit administration process, staff has determined a much more direct and efficient approach to enforcing the garage sale rules would be to eliminate the permit requirement and enhance communication using more effective tools, such as a dedicated webpage (already present), *Citizen* articles, social media posts, and other efforts. Customer service staff answering phone calls are well prepared to provide the rules to callers verbally, and a handout can be created for dissemination, where appropriate. This approach can accomplish the goal of communicating the rules without inconveniencing residents with a permit process and would greatly reduce the amount of staff time invested in this function (allowing more time for other more critical functions). Code Enforcement staff will still be able to effectively enforce garage sale rules without the permit process, including issuing citations when necessary.

*Summary of Proposed Code Change*

The attached draft ordinance proposes to amend Sections 7-13-1 (Penalty), 8-2-1 (Fees), and 8-7-19 (Garage Sales) to eliminate permit requirements for garage sales.

**FINANCIAL IMPACT:**

There is no fee for a garage sale permit, therefore eliminating the permit requirement will have no impact on revenues. Expenses involve the administrative staff time required to manage the permit process.

**RECOMMENDATION:**

Request approval to amend Municipal Code Sections 7-13-1 (Penalty), 8-2-1 (Fees), and 8-7-19 (Garage Sales) to eliminate permit requirements for garage sales.

Attachments

**Attachment to PB&Z Memo – Garage Sales**  
**June 24, 2024**

**Amend Sec. 8-7-19. Garage sales:**

- A. *Definitions.* For the purposes of this Section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:
1. *Directional Sign.* Any sign offering directions to the sale premises and located other than on the sale premises.
  - ~~2. *Permit Sign.* The Permit Sign issued by the Village of Hoffman Estates designating the locating and dates of the sale.~~
  - ~~3. *Garage Sale.* The sale of goods, wares and merchandise commonly known as Garage Sales or yard sales conducted on an infrequent and unscheduled basis. The term "Garage Sale" includes all general sales to the open public, conducted from a residential premises, for the purpose of disposing personal property. Bulk sales, the sale of multiple new items of the same description and the sale of consigned merchandise, merchandise brought to the premises for resale or for reconditioning for resale are prohibited.~~
- B. *Time Limitations.* It shall be unlawful for any person to conduct or allow the conducting of a Garage Sale as it is defined herein on premises zoned or used for residential purposes on any day except Thursday, Friday, Saturday, or Sunday, or to conduct more than three (3) such Garage Sales on the same premises, by the same household, within any twelve (12) month period of January 1 through December 31. Each Garage Sale may be up to four (4) consecutive days. It is further provided that no Garage Sale, as defined herein, shall begin before 8:00 a.m. nor continue later than 6:00 p.m.
- C. *Limitation on Display of Goods.* A person who is conducting a Garage Sale as defined herein may place on display any goods, wares, merchandise under the provisions of this chapter up to the front property line. Such displays may not extend beyond the property line or into the public right-of-way.
- ~~D. *Permit Required.* It shall be unlawful for any person to conduct or allow the conducting of a Garage Sale as defined herein on premises zoned or used for residential purposes without first obtaining a Village permit to conduct such a sale. The request for a Garage Sale Permit shall be made in person, over the telephone or online to the Development Services Department. If a sale is conducted without a permit, the Development Services Department may issue an "on site" permit for the fee set in Section 8-2-1 of the Hoffman Estates Municipal Code at a cost of \$10.00. A permit may be issued to a homeowner's association and all listed addresses in the permit application would be permitted to conduct a Garage Sale under one (1) permit. The Garage Sale permit shall be issued in the form of a Village issued Garage Sale Permit Sign which must then be prominently displayed on a window facing the front lawn or on the front lawn of the premise covered by the permit in such a manner as to be visible to persons passing by the premises. The Garage Sale Permit Sign shall be prominently displayed during all operating hours of the sale.~~
- ~~E. *House Sign Limitations.* Only one (1) on-site Garage Sale sign shall be permitted on the front lawn of the property and not in the parkway or in public right-of-way, in addition to the Garage Sale Permit Sign. One (1) additional yard sign will be permitted in the side yard of those residences that are located on a corner lot. All other items which are intended to draw attention to the Garage Sale, including but not limited to banners, balloons, streamers, and the like are strictly prohibited.~~
- ~~F. *Directional Signs.* Two (2) directional signs for any one (1) Garage Sale shall be allowed, subject to the following restrictions:~~
1. Each sign shall not exceed six (6) square feet in gross surface area per sign face.
  2. Each sign shall denote the address of the Garage Sale.
  3. Signs shall be elevated to height no greater than three (3) feet from the ground to the top of the sign.

**Attachment to PB&Z Memo – Garage Sales**  
**June 24, 2024**

4. A sign shall not be placed in any manner to obstruct any line of vision for drivers of any vehicle.
  5. Garage Sale Directional signs to the same address may be posted only with the permission of the property owner.
  6. At no time shall signs advertising Garage Sales be erected on any public right-of-way, street sign, utility pole, or traffic control device.
- GF.** *Sign Placement and Removal.* All signs authorized under the provisions of this section shall not be placed before 6:00 a.m. on the first day of the Garage Sale and signs authorized under the provisions of the chapter are to be removed no later than two (2) hours after the conclusion of the sale, or by 8:00 p.m. at the latest.

**Amend Sec. 7-13-1. Penalty to remove the following category:**

~~Not Obtaining a Permit for Garage Sale 10.00~~

**Amend Sec. 8-2-1. Fees to remove the following category:**

~~Garage Sales No Fee (on site) 10.00~~

**ORDINANCE NO. \_\_\_\_\_ - 2024**

**VILLAGE OF HOFFMAN ESTATES**

**AN ORDINANCE AMENDING SECTIONS 7-13-1 (PENALTY),  
8-2-1 (FEES), AND 8-7-19 (GARAGE SALES)**

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

Section 1: That Section 7-13-1.D.1, PENALTY, of the Hoffman Estates Municipal Code be and is hereby amended by deleting therefrom the following sub-category and penalty:

Not Obtaining a Permit for Garage Sale 10.00

Section 2: That Section 8-2-1, FEES, of the Hoffman Estates Municipal Code be and is hereby amended by deleting therefrom the following sub-category and fee:

Garage Sales No Fee (on site) 10.00

Section 3: That Section 8-7-19, GARAGE SALES, of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

- A. *Definitions*. For the purposes of this Section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:
1. *Directional Sign*. Any sign offering directions to the sale premises and located other than on the sale premises.
  2. *Garage Sale*. The sale of goods, wares and merchandise commonly known as Garage Sales or yard sales conducted on an infrequent and unscheduled basis. The term "Garage Sale" includes all general sales to the open public, conducted from a residential premises, for the purpose of disposing personal property. Bulk sales, the sale of multiple new items of the same description and the sale of consigned merchandise, merchandise brought to the premises for resale or for reconditioning for resale are prohibited.
- B. *Time Limitations*. It shall be unlawful for any person to conduct or allow the conducting of a Garage Sale as it is defined herein on premises zoned or used for residential purposes on any day except Thursday, Friday, Saturday, or Sunday, or to conduct more than three (3) such Garage Sales on the same premises, by the same household, within any twelve (12) month period of January 1 through December 31. Each Garage Sale may be up to four (4) consecutive days. It is further provided that no Garage Sale, as defined herein, shall begin before 8:00 a.m. nor continue later than 6:00 p.m.
- C. *Limitation on Display of Goods*. A person who is conducting a Garage Sale as defined herein may place on display any goods, wares, merchandise under the provisions of this chapter up to the front property line. Such displays may not extend beyond the property line or into the public right-of-way.
- D. *House Sign Limitations*. Only one (1) on-site Garage Sale sign shall be permitted on the front lawn of the property and not in the parkway or in public right-of-way, in addition to the Garage Sale Permit Sign. One (1) additional yard sign will be permitted in the side yard of those residences that are located on a corner lot. All other items which are intended to draw attention to the Garage Sale, including but not limited to banners, balloons, streamers, and the like are strictly prohibited.
- E. *Directional Signs*. Two (2) directional signs for any one (1) Garage Sale shall be allowed, subject to the following restrictions:
1. Each sign shall not exceed six (6) square feet in gross surface area per sign face.
  2. Each sign shall denote the address of the Garage Sale.
  3. Signs shall be elevated to height no greater than three (3) feet from the ground to the top of the sign.



- 4. A sign shall not be placed in any manner to obstruct any line of vision for drivers of any vehicle.
  - 5. Garage Sale Directional signs to the same address may be posted only with the permission of the property owner.
  - 6. At no time shall signs advertising Garage Sales be erected on any public right-of-way, street sign, utility pole, or traffic control device.
- F. *Sign Placement and Removal.* All signs authorized under the provisions of this section shall not be placed before 6:00 a.m. on the first day of the Garage Sale and signs authorized under the provisions of the chapter are to be removed no later than two (2) hours after the conclusion of the sale, or by 8:00 p.m. at the latest.

Section 4: The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 5: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2024.



# 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*

June 2024

#### LONG RANGE PLANNING PROJECT STATUS



- ◆ Teska Associates (as lead) and Ancel Glink awarded contract to compute the Zoning Code Update project.
- ◆ The PB&Z Committee moved to support the consultant's findings and recommendations on August 7, 2023.
- ◆ The project website is live at [www.VOHEzoning.org](http://www.VOHEzoning.org).
- ◆ Drafting is ongoing based on direction provided by the PB&Z.
- ◆ Community engagement remains ongoing and additional public comment emails continue to be received.

#### Zoning Code Update Timeline



- ◆ Epstein (as lead), HNTB, and All Together awarded contract for comprehensive multimodal plan: Hoffman in Motion.
- ◆ Website is live and has been publicized via social media e-news [www.hoffmaninmotion.com](http://www.hoffmaninmotion.com).
- ◆ Project highlighted in May/June issue of *Citizen* newsletter.
- ◆ The first Steering Committee meeting held on May 2.
- ◆ Over 300 survey responses have been received to date.
- ◆ Focus groups held with the Youth Commission & Commission for People with Disabilities.
- ◆ Pop-Up event held at the Senior Luncheon in May. Upcoming Pop-Ups include the Crank Revolution Bike Ride on June 12, and Summer Sounds on the Green on June 20.
- ◆ Events are being promoted in the Citizen, Social Media, and an upcoming *In Hoffman* video.



**ACTIVE PLANNING PROJECTS**

Project	Address	Status	PZC or PBZ Meeting	VB Meeting
Pinky’s Dog Grooming Salon Special Use	1764 W ALGONQUIN RD	APPROVED	5/15/2024	5/20/2024
Haverford Place Storage Building (staff approval)	1720 ETON DR	APPROVED	NA	NA
Schaumburg Library Percussion Instruments (staff approval)	1550 HASSELL RD	APPROVED	NA	NA
Casey’s Site Plan Amendment (staff approval)	1700 W ALGONQUIN RD	APPROVED	NA	NA
Casey’s Site Plan Amendment (staff approval)	615 W HIGGINS RD	APPROVED	NA	NA
Casey’s Site Plan Amendment (staff approval)	1 W GOLF RD	APPROVED	NA	NA
Lincoln Prairie School Addition	500 HILLCREST BLVD	PUBLIC MEETING	6/10/24	6/10/24
Airdrie Lot 14 Garage Variation	5585 AIRDRIE CT	PUBLIC MEETING	6/19/24	7/1/24
Beverly Property Mass Grading (staff approval)	2601 BEVERLY RD	UNDER REVIEW		
Starbucks & Future Retail	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		
CMIC Addition	2860 FORBS AVE	UNDER REVIEW		
Compass Datacenter / Sears Campus Mass Grading	3333 BEVERLY RD	UNDER REVIEW		
Compass Datacenter Site Plan	3333 BEVERLY RD	UNDER REVIEW		
Dunkin’ Water Main Easement	1305 N BARRINGTON RD	UNDER REVIEW		
Apple – Golf Rezoning and Concept Review	1180 & 1190 APPLE ST	UNDER REVIEW		
HE Community Bank Master Sign Plan	2200 W HIGGINS RD	UNDER REVIEW		
Scooter’s Coffee	2 E HIGGINS RD	UNDER REVIEW		
Fire Station 21 Rebuild	225 FLAGSTAFF LN	UNDER REVIEW		
Harvest Community Church Parking Lot Expansion	2060 STONINGTON AVE	UNDER REVIEW		
Kensington Fields Townhomes (Pulte)	1950 HASSELL RD	UNDER REVIEW		
Sutton Crossing Sign Variation	205 W HIGGINS RD	UNDER REVIEW		

**MONTHLY PLANNING PROJECT ACTIVITY**

Projects Submitted by Type	May	2024 YTD
Pre-Development		2
Agreement		
Annexation		
Courtesy Review		
Easement		2
Master Sign Plan	1	3
Plat of Subdivision	1	2
Other Plat		1
RPD Amendment	1	1
Site Plan Review	4	10
Special Use	1	2
Text Amendment		
Rezoning		1

Variation	3	5
<b>Total</b>	<b>11</b>	<b>29</b>
FOIA Processed	0	12
Zoning Verification Letters	0	3
Building Permits Reviewed by Planning	76	276

**PLANNING PERFORMANCE MEASURES**

<b>Site Plan Review Process</b>	<b>May</b>		<b>Year to Date</b>	
Number of administrative/staff review site plan cases completed	5	100%	7	88%
Number of PZC site plan cases processed	0		1	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

<b>Site Plan Review Timing</b>	<b>May</b>		<b>Year to Date</b>	
Number of cases processed within 105 days	5	NA	8	100%
Annual goal is to complete 100% of cases within 105 days				

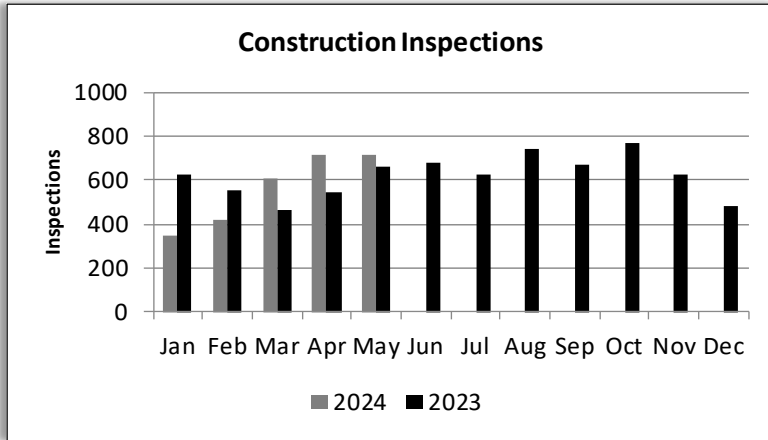


2024 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
10	4	16	20	35								85

Construction Inspections

Year	2024	2023
Jan	346	628
Feb	415	555
Mar	607	468
Apr	715	544
May	718	657
Jun		676
Jul		625
Aug		743
Sep		671
Oct		770
Nov		629
Dec		478
<b>Total</b>	<b>2801</b>	<b>7444</b>



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

**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

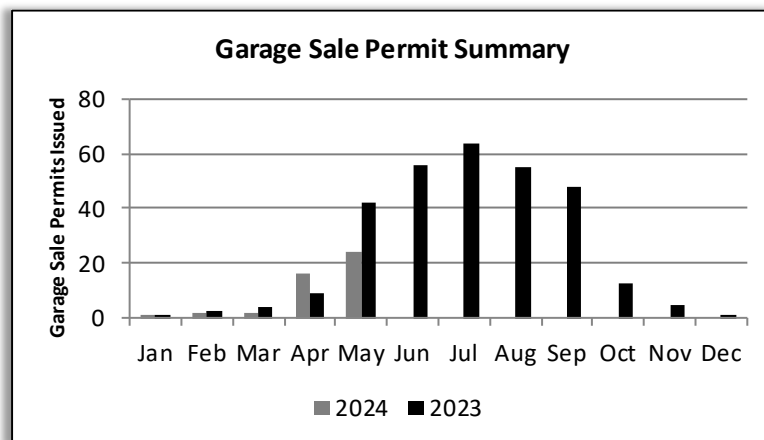
- There are currently 1,842 rental properties registered. This includes 1,189 single family and townhome units (65%) and 653 condominium units (35%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 15, 2023, to all rental properties. The deadline to submit payment and update registration information was February 1, 2024.
- As of June 3<sup>rd</sup>, 1,794 properties have renewed.

2024 Rental Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	124	76	68	113	107								488
Reinspections	108	87	64	68	78								405
<b>Total</b>	<b>232</b>	<b>163</b>	<b>132</b>	<b>181</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>893</b>

Garage Sales

Year	2024	2023
Jan	1	1
Feb	2	3
Mar	2	4
Apr	16	9
May	24	42
Jun		56
Jul		64
Aug		55
Sep		48
Oct		13
Nov		5
Dec		1
<b>Total</b>	<b>45</b>	<b>301</b>



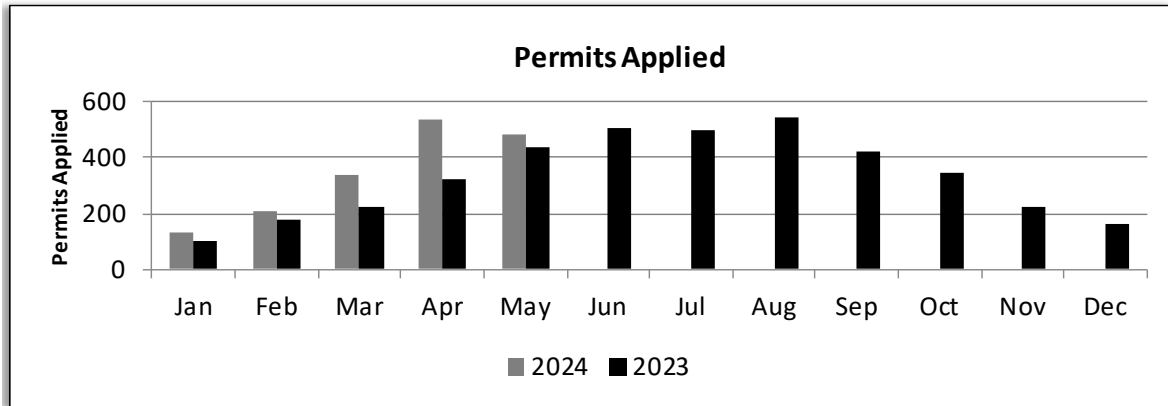


2024 Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2023 Total
Commercial New	0	1	0	1	2								4	9
Single Family New	0	0	0	0	1								1	5
Land Development	0	0	0	0	0								0	1
Fire	13	8	15	9	3								48	158
All Other Permits	108	127	205	367	299								1106	2907
2024 Total	121	136	220	377	305	0	0	0	0	0	0	0	1159	

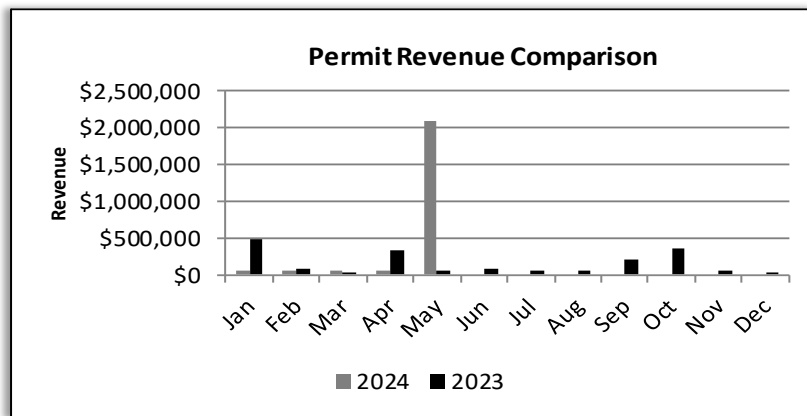
2024 Permits Applied

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	134	205	340	535	479								1693
2023	105	179	227	322	433	505	496	544	419	345	223	161	3959



Permit Revenue

Year	2024	2023
Jan	\$54,595	\$475,262
Feb	\$55,383	\$92,415
Mar	\$61,118	\$48,876
Apr	\$63,268	\$331,820
May	\$2,080,130	\$62,483
Jun		\$85,224
Jul		\$67,487
Aug		\$66,181
Sep		\$222,586
Oct		\$350,822
Nov		\$56,694
Dec		\$34,685
<b>Total</b>	<b>\$2,314,494</b>	<b>\$1,894,535</b>



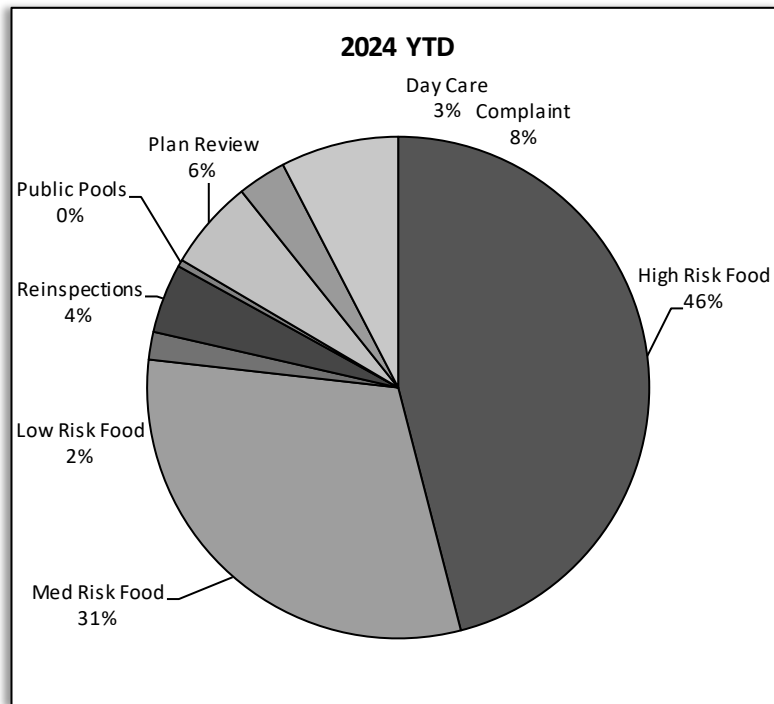
2024 Budget: \$3,767,000.

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



### 2024 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	37	34	0	0	32								103
Med Risk Food	0	0	34	35	0								69
Low Risk Food	0	0	1	2	1								4
Reinspections	2	0	4	2	2								10
Public Pools	0	0	0	0	1								1
Plan Review	3	0	1	6	3								13
Day Care	0	0	2	5	0								7
Complaint	2	1	3	6	5								17
<b>Total</b>	<b>44</b>	<b>35</b>	<b>45</b>	<b>56</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>224</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

JUNE 2024

## ECONOMIC DEVELOPMENT

## EVENT HIGHLIGHTS



ICSC@LAS VEGAS  
CONVENTION



CONNECT MIDWEST  
MULTIFAMILY



REJOURNALS ANNUAL  
AWARDS



AIRE LUNCH AND LEARN  
DATA CENTER & COLD STORAGE



C-SUITE BREAKFAST

## SUMMARY OF ACTIVITIES

- C-Suite Breakfast that occurred on May 9th was a collaborative effort between Harper College and the Economic Development Commission & ED staff. Attendees included the CEO of Omron, Executives from Bystronic and Vistex as well as other area businesses
- Staff confirmed with executives from Vistex that the next C-Suite Breakfast will be held on October 9th at their offices.
- L&M Financial became the first Hoffman Estates based business to begin the NLNW program for 2024, while 3, and possibly 4, other small businesses are interested in the program this year.
- Staff touched base with business and property owners in Hoffman Estates, particularly those in the new TIF area with the most opportunity for business development.
- Completed all liaison duties to the Arts Commission and Economic Development Commission including attending meetings, presenting, and processing contracts for the upcoming Summer Sounds on the Green concert series. The first concert was June 6th and they will continue through August 15th.
- Mr. Kramer and Ms. Oshana attended another successful ICSC trade show on May 19-21, 2024 at the Las Vegas Convention Center with 12 scheduled appointments, as well as some chance hallway meetings and cold calls to other booths. Most of the meetings were with existing landlords and new tenants to introduce them to Hoffman Estates. A few meetings were with developers to pitch them on potential sites in town. Mr. Kramer also spoke on a panel about public private partnerships when redeveloping spaces.
- Staff worked with the Multimedia Team to create a marketing video for a vacant property in the entertainment district. The initial reaction to the was positive with several groups reaching out to inquire about development opportunities.
- Staff attended several events (featured in photos above) including:
  - Connect Midwest Multifamily, an event where top industry leaders convened to share insights on market trends in commercial real estate.
  - The Association of Industrial Real Estate (AIRE) gathered for their monthly lunch and learn to hear from the JLL Head of Industrial Research for North America on the state of Industrial in Chicago and around the country.
  - Quarterly ICSC IL Marketplace Council meeting as Mr. Kramer volunteers to help lead the Chicago efforts for ICSC.
  - Monthly Membership Committee meeting of the HE Chamber of Commerce.

## HOTEL TAX REVENUE COMPARATIVE

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### THROUGH APRIL 2023 VS APRIL 2024

YOY HOTEL TAX REVENUES INCREASED BY \$14,450

#### 2023 YOY HOTEL TAX REVENUE

Total hotel tax revenues collected  
by April 2023 - \$360,990

#### 2024 YOY HOTEL TAX REVENUE

Total hotel tax revenues collected  
by April 2024 - \$375,440

The dramatic increase in online revenues demonstrates the new normal in corporate travelers booking their stays online and hotels continuing to rely on online portals for reservations.

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## EVENTS

- Senior Softball Tournament - 6/21-23/2024 - CANCELLED: Event was unable to find a supportive sponsoring agency that could provide the required liability insurance.
- Stars and Stripes - June 29, 2024 - 7am-1pm - Bell Works: The businesses surrounding Bell Works have been notified that there would be temporary road closures, given route maps and a welcome to register and join in the event. BW will again have a tented presence, World's Fair will be open to provide food and beverages, and Fit Lab has been invited to conduct a brief warm up/stretch session prior to the start of the races. The Sister City Commission members and visiting VIP French guests have been provided complimentary registration in the event of their choice. Sister City will have a tented booth adjacent to the starting line.
- Hoffman Estates Foundation Golf Outing - July 24, 2024: Staff has assisted the event committee to provide ideas/contacts for event sponsorship, on site sponsorships, raffle prize/bag donations and solicit golfers for the event for the first time outing at Bridges of Poplar Creek.
- NW 4th Fest - 7/5-7/6: May was the closing date to accept new food vendors. All 9 available food vendor spaces in the main food tent are filled. An additional 6 food trucks have been accepted. Space restrictions prevented the commissioner from accepting additional food vendors. Staff met with public works to assist in the placement of the food vendor tent and spaces for food trucks. The large dining tent has been eliminated. Without the dining tent there is no need for volunteer clean-up crews, saving the Commission at least \$4,000
- Celtic Fest/Shenanigans on the Green - August 10, 2024: Applications have again been sent to vendors, clans and activity providers. New this year is the addition of the Chicago Swordplay Guild who will provide action performances. Two stages will host musicians and dancers. Live entertainment will continue at the Hideaway until 11pm after the vendor tent stage closes at 6pm. Also added is a corgi meet up/races hosted by the Chicago Corgi Lovers group charging a \$10 registration fee that will be donated to various Corgi rescue groups. The whiskey tasting area has been expanded and will be heavily marketed.
- VisitHoffman Website Update: Staff issued an RFP for website redesign services of the VisitHoffman.com page. Updates will be brought to PB&Z at a later meeting.



## MEETINGS/ACTIVITIES

- 4th of July Commission meeting
- Celtic Fest Commission meeting
- Hoffman Estates Foundation Golf Outing meetings
- Tourism ED Meeting
- New Hampton Inn GM has arrived - Irfan Mian
- Met with Economic Development team to review RFP for Tourism website redesign.
- Circulated Police Incident Reports to hotels
- Submitted grant for \$415,000 to DCEO Tourism Incentive opportunity to draw USAG in 2025 and 2027
- Provided information for Intersect Illinois RFP to draw UAG Headquarters to Hoffman Estates
- Met with Pinstripes DOS to solicit prizes and sponsorship for HE Foundation Golf Outing
- Provided updated listing of decision makers at top HE businesses for HE Golf Outing solicitations.
- Webinar - Simple View - elevate your destination marketing.
- Met with Holiday Inn Express District Revenue Manager from IHG
- Attended Spring C-Suite Discussion - Harper College
- Attended Hilton Garden Inn ribbon cutting following property wide renovations



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Kevin Kramer, Director of Economic  
Development



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Linda Scheck, Director of Tourism & Business  
Retention