

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**May 10, 2010**

**Immediately Following the Transportation & Road Improvement Committee**

<b>Members:</b>	<b>Gary Pilafas, Chairperson</b>	<b>Karen Mills, Trustee</b>
	<b>Cary Collins, Vice Chairperson</b>	<b>Jacquelyn Green, Trustee</b>
	<b>Ray Kincaid, Trustee</b>	<b>Anna Newell, Trustee</b>
		<b>William McLeod, Mayor</b>

**I. Roll Call**

**II. Approval of Minutes -** April 12, 2010  
May 3, 2010 (*Special Meeting*)

**NEW BUSINESS**

1. Request approval by homeowner for release of a portion of open space easement at 4603 Mumford Drive (widening of existing driveway).
2. Request by Underground Autosports for a courtesy review for a custom car repair and parts installation facility located in the rear of Golf Center Shopping Center.
3. Request by St. Alexius Medical Center for approval to mass grade a portion of the hospital property for a temporary parking lot.
4. Request by NSK America Corporation for a Class 6B classification for property tax assessment purposes for property located in the Huntington 90 Business Park (west of BIG Kaiser).
5. Discussion regarding enforcement of code requirements on residential driveways.
6. Request acceptance of Department of Development Services monthly report for Planning Division.
7. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
8. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

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

April 12, 2010

**I. Roll Call**

**Members in Attendance:**

**Gary Pilafas, Chairperson  
Cary Collins, Vice Chairperson  
Ray Kincaid, Trustee  
Karen Mills, Trustee  
Jackie Green, Trustee  
Anna Newell, Trustee  
William McLeod, Mayor**

**Management Team Members  
in Attendance:**

**Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplín, Asst. Vlg. Mgr., Dev. Services  
Don Plass, Director of Code  
Mike Hankey, Director of Transportation  
Peter Gugliotta, Director of Planning  
Patrick Seger, Director of HRM  
Ben Gibbs, Sears Centre  
Gary Skoog, Economic Development Coord.  
Ken Hari, Director of Public Works  
Bruce Anderson, CATV Coordinator  
Rebecca Suhajda, Administrative Intern**

**Others in Attendance**

**Reporter from Daily Herald & Chicago Tribune**

The Planning, Building and Zoning Committee meeting was called to order at 8:02 p.m.

**II. Approval of Minutes**

Trustee Kincaid requested that the minutes from March 22, 2010 be revised to reflect that Trustee Pilafas attended the meeting by telephone and that Trustee Collins chaired this meeting due to Trustee Pilafas' attendance by telephone.

Motion by Trustee Mills, seconded by Trustee Newell, to approve the Special Planning, Building & Zoning Committee meeting minutes of March 1, 2010. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Mills, seconded by Trustee Green, to approve the Planning, Building & Zoning Committee meeting minutes of March 22, 2010. Voice vote taken. All ayes. Motion carried.

**OLD BUSINESS**

- 1. Request approval of an amendment to Section 8-4-11 of the Village code to remove concert license requirements for Village owned venues.**

An item summary sheet from Mark Koplín and Art Janura was presented to Committee.

It was requested that staff review the Village Green application to add language to address non-sponsored events at Village facilities.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve an amendment to Section 8-4-11 of the Village Code to remove concert license requirements for Village owned venues. Voice vote taken. All ayes. Motion carried.

- 2. Request approval of an extension to the interim agreement with Jani-King, Rolling Meadows, IL, to provide routine and event cleaning services at the Sears Centre Arena at the 2010 hourly rates included in the interim agreement on a month-to-month basis.**

An item summary sheet from Mark Koplín and Art Janura was presented to Committee.

Bob Limbach, Vice President, Jani-King, addressed the Committee and stated that their company was happy to continue to provide service to the Sears Centre Arena and have agreed to this interim agreement.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve extension to the interim agreement with Jani-King, Rolling Meadows, IL, to provide routine and event cleaning services at the Sears Centre Arena at the 2010 hourly rates included in the interim agreement on a month-to-month basis. Voice vote taken. All ayes. Motion carried.

- 3. Request approval of an extension to the interim agreement with Standard Parking, Chicago, IL, to provide event parking services at the Sears Centre Arena at the 2010 hourly rates on a month-to-month basis.**

An item summary sheet from Mark Koplín and Art Janura was presented to Committee.

Trustee Collins requested that staff review closing Hoffman Boulevard during Sears Centre Arena events and provide better notice to motorists using that roadway and not attending the event. Mark Koplín and Mike Hankey will review this matter with Standard Parking and Sears Centre staff.

Motion by Trustee Mills, seconded by Trustee Green, to approve an extension to the interim agreement with Standard Parking, Chicago, IL, to provide event parking services at the Sears Centre Arena at the 2010 hourly rates on a month-to-month basis. Voice vote taken. All ayes. Motion carried.

### NEW BUSINESS

- 1. Request approval to issue a Request for Proposals (RFP) to parties interested in purchasing or leasing the Police Station on Gannon Drive.**

An item summary sheet from Jim Norris and Dan O'Malley was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Collins, to approve RFP for parties interested in purchasing or leasing the Police Station on Gannon Drive. Voice vote taken. Nays: Collins, Pilafas. Motion carried.

2. **Request by McShane Hoffman Estates LLC for an extension of time to obtain a permit for mass grading and detention pond modification located in Huntington 90 (formerly Huntington Woods) development on Central Road at AT&T Center Drive.**

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

Motion by Trustee Collins, seconded by Trustee Mills, to approve an extension of time to obtain a permit for mass grading and detention pond modification located in Huntington 90 (formerly Huntington Woods) development on Central Road at AT&T Center Drive. Voice vote taken. All ayes. Motion carried.

3. **Discussion regarding the start of the "Taste of Hoffman" discount restaurant program.**

An item summary sheet from Gary Skoog was presented to Committee.

Gary Skoog addressed the Committee and reported that the Taste of Hoffman discount restaurant program started on April 1 and he is pleased to announce that it is off to a good start. Word is spreading about the program and participating restaurants have reported increased business.

Trustee Mills stated that she believes this will be a good program and will help to get more people out to restaurants. Trustee Mills requested that the link on the website from the main page to the visithe page be corrected.

Trustee Newell inquired if the discount cards could be printed off the website and Gary Skoog stated that they are not available at this time from online.

4. **Request acceptance of Department of Development Services monthly report for Planning Division.**

The Department of Development Services monthly report for the Planning Division was presented to the Committee.

Trustee Pilafas inquired if there was any data regarding the Census and how Hoffman Estates was doing as far as responses. Pete Gugliotta stated that Hoffman Estates is keeping pace with surrounding communities but the responses have been down nationwide.

Motion by Trustee Mills, seconded by Trustee Kincaid, to accept the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

5. **Request acceptance of Department of Development Services monthly report for Code Enforcement Division.**

The Department of Development Services monthly report for the Code Enforcement Division was presented to Committee.

Motion by Trustee Kincaid, seconded by Trustee Newell, to accept the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

**6. Request acceptance of Development of Development Services monthly report for Economic Development and Tourism.**

The Department of Development Services monthly report for Economic Development and Tourism was presented to Committee.

Motion by Trustee Mills, seconded by Mayor McLeod, to accept the Department of Development Services monthly report for Economic Development and Tourism. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

**IV. Other**

Trustee Pilafas reported that he and Trustee Kincaid chaired the Ad-Hoc Sears Centre Advisory Committee. He stated that they are headed in a better direction that they thought.

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Kincaid, seconded by Trustee Newell, to adjourn the meeting at 8:35 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

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

May 3, 2010

**I. Roll Call**

**Members in Attendance:**

**Gary Pilafas, Chairperson  
Cary Collins, Vice Chairperson  
Trustee Kincaid, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Karen Mills  
Trustee Jackie Green  
Trustee Anna Newell  
Mayor William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Vlg. Mgr., Dev. Services  
Bob Gorvett, Fire Chief  
Dave Christensen, Emergency Mgmt. Service  
Rachel Musiala, Asst. Director of Finance  
Clint Herdegen, Police Chief  
Bev Romanoff, Village Clerk  
Rebecca Suhajda, Administrative Intern  
Bruce Anderson, CATV Coordinator  
Ben Gibbs, Sears Centre Arena**

**Others in Attendance:**

**Reporter from *Daily Herald***

The Special Planning, Building and Zoning Committee meeting was called to order at 7:30 p.m.

**NEW BUSINESS**

- 1. Request approval of an extension to the interim agreement with Monterrey Security Consultants, Inc., Chicago, IL, to provide event security at the Sears Centre Arena.**

An item summary sheet from Art Janura and Mark Koplin was presented to Committee.

Trustee Collins wanted to make sure the Village can formalize all the different contracts in the near future. Ben Gibbs stated that after speaking with Corporation Counsel, he suggested doing one more interim contract with everyone, month to month, lasting for 3 month, and in the summer, go out to a bid process with 3 competing bids and then select permanent partners for a year or more.

Joe Briglia stated that the interim agreement was with IFG, but not this revised agreement. It will be with the Village. IFG is no longer involved in any of the agreements. It is an amendment to the current interim agreement but is with the Village.

Trustee Mills suggested adding a "whereas" that IFG is not involved in this contract for the record. Mr. Norris stated that since this is a new contract, it is not necessary but it will be added.

Motion by Trustee Mills, seconded by Trustee Green, to approve an extension to the interim agreement with Monterrey Security Consultants, Inc., Chicago, IL, to provide event security at the Sears Centre Arena with the addition that IFG is not a part in this contract. Voice vote taken. All ayes. Motion carried.

**2. Request approval of a Sears Centre Arena sponsorship/trade agreement with the Daily Herald.**

An item summary sheet from Mark Koplin was presented to Committee.

Trustee Collins inquired about compensation to Front Row Marketing. Joe Briglia stated that they get a commission on the sale and have exclusive right to sell sponsorships and these relationships at the facility. Mr. Briglia indicated they will receive 20% for a new agreement and 15% for a renewal. Trustee Collins inquired what the value of contract is and Mr. Gibbs stated they are being paid on the cash and also on the trade, which is budget reducing. Front Row indicated they should be paid on 75% of the \$150,000 trade, because that is their policy. Based on what was reviewed, the \$150,000 is placed at a higher rate than cash. When converted to a cash equivalent, the \$150,000 is actually closer to \$114,000 of real cash value. Mr. Janura stated that they will be paid 75% of the \$114,000 times 20% for a total of \$23,100.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve a Sears Centre Arena sponsorship/trade agreement with the Daily Herald. Voice vote taken. All ayes. Motion carried.

**II. Adjournment**

Motion by Trustee Green, seconded by Trustee Mills, to adjourn the meeting at 7:40 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schooop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB1

**SUBJECT:** Request approval by homeowner for release of portion of open space easement at 4603 Mumford Drive (widening of an existing driveway)

**MEETING DATE:** May 10, 2010

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *PG*

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**REQUEST:** Request approval by homeowner for release of portion of open space easement at 4603 Mumford Drive to widen an existing driveway.

**DISCUSSION:** The homeowner requests release of a portion of an open space easement to widen a driveway to 28 feet at its widest point, which is less than the maximum permitted 30 foot width. The open space easement is 24 feet deep and is parallel to the front lot line. The area to be released is 672 square feet (24 feet by 28 feet) and includes the existing driveway and an expansion on both sides of the driveway. The existing driveway is concrete and the proposed expanded portions of the driveway would be constructed of brick. The driveway apron would be widened to match the new driveway width at the sidewalk, which does not require an open space release. There is a 10 foot public utility easement overlapping with the open space easement along the front lot line. The paving does not require authorization from applicable utilities.

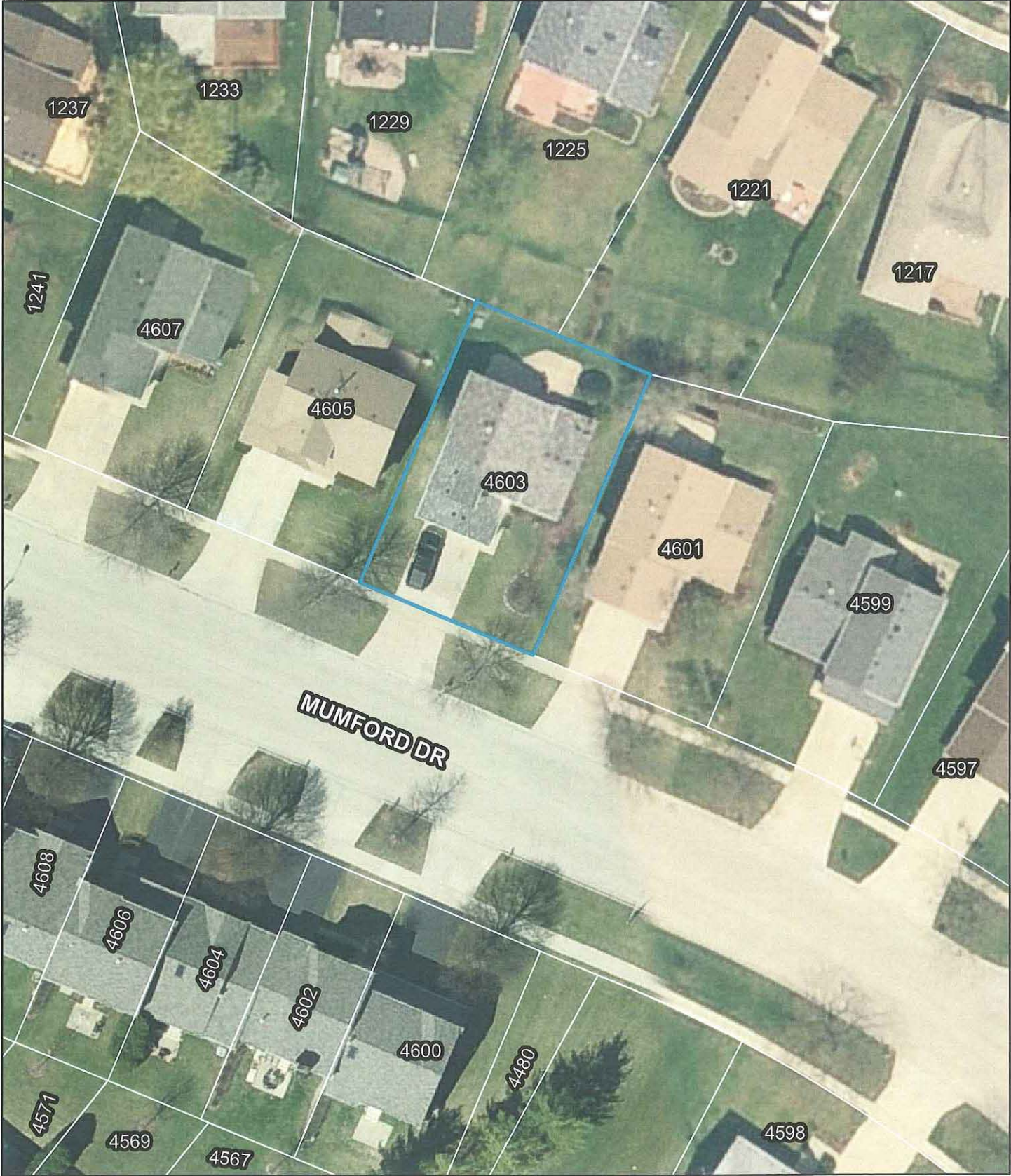
**RECOMMENDATION:** Approval of the request by homeowner for release of portion of open space easement at 4603 Mumford Drive to widen an existing driveway.

Attachments

cc: Jose David Torres



# 4603 Mumford Drive



1 inch = 40 feet

Planning Division  
Village of Hoffman Estates  
May 2010

**VILLAGE OF HOFFMAN ESTATES  
REQUEST FOR RELEASE OF OPEN SPACE**

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**FOR VILLAGE USE ONLY**

Hearing Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Zoning District \_\_\_\_\_

Receipt Number \_\_\_\_\_ Check No. \_\_\_\_\_ Variations Required? \_\_\_\_\_

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**INSTRUCTIONS:** All requests for a release of open space before the Planning, Building and Zoning Committee must be accompanied by the items required according to the nature of the request. All fees must be paid before the Planning, Building and Zoning Committee can hear any case.

**PLEASE PRINT OR TYPE**

1. Name of Owner(s) Jose David TORRES

Owner's Address 4603 Mumford A. Phone (847) 991-1535

City Hoffman Estates State IL Zip 60192

2. Person applying if other than owner:

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Location of Property if different than #1 above: N/A

4. Property Index Number (PIN) \_\_\_\_\_

5. Plat Original Document Number \_\_\_\_\_

6. Purpose of Request Extension of a Driveway on the west side of the house.

7. Required Easement and Present/Proposed Encroachment

	Present	Required	Proposed
Side Yard			
Rear Yard			
* Front Yard	10'		

8. Estimated Cost of Proposal

\$		Building
\$	1,500.00	Driveway
\$	<del>51,200.00</del>	Other
\$	2,700.00	Total

9. Why is the release of open space being requested? This statement should include sufficient detail to justify this request.

Extension of the west side of the driveway by 6'. Having better access in and out of the car for a Senior Citizen on a wheel chair.

10. Describe existing construction materials and proposed materials indicating if proposed construction will match or blend with the existing structure.

Existing Driveway concrete and ribbons and extension will be brick.

11. Who will construct the proposed use?

A friend and my self. He is helping since he has many years of experience working with bricks.

12. Describe all alternatives considered in locating the proposed construction and describe why they were not selected (i.e. construction of detached garage instead of an attached garage because of steep grades).

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13. Will the proposed construction require removal/relocation of trees, driveway apron, utilities, other? If yes, please describe.

NO.

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14. Is the applicant the original owner? YES How long has the applicant resided at this address? 21 yrs Did the condition that instituted this request for a release of open space exist at the time the applicant purchased this property? If yes, please describe.

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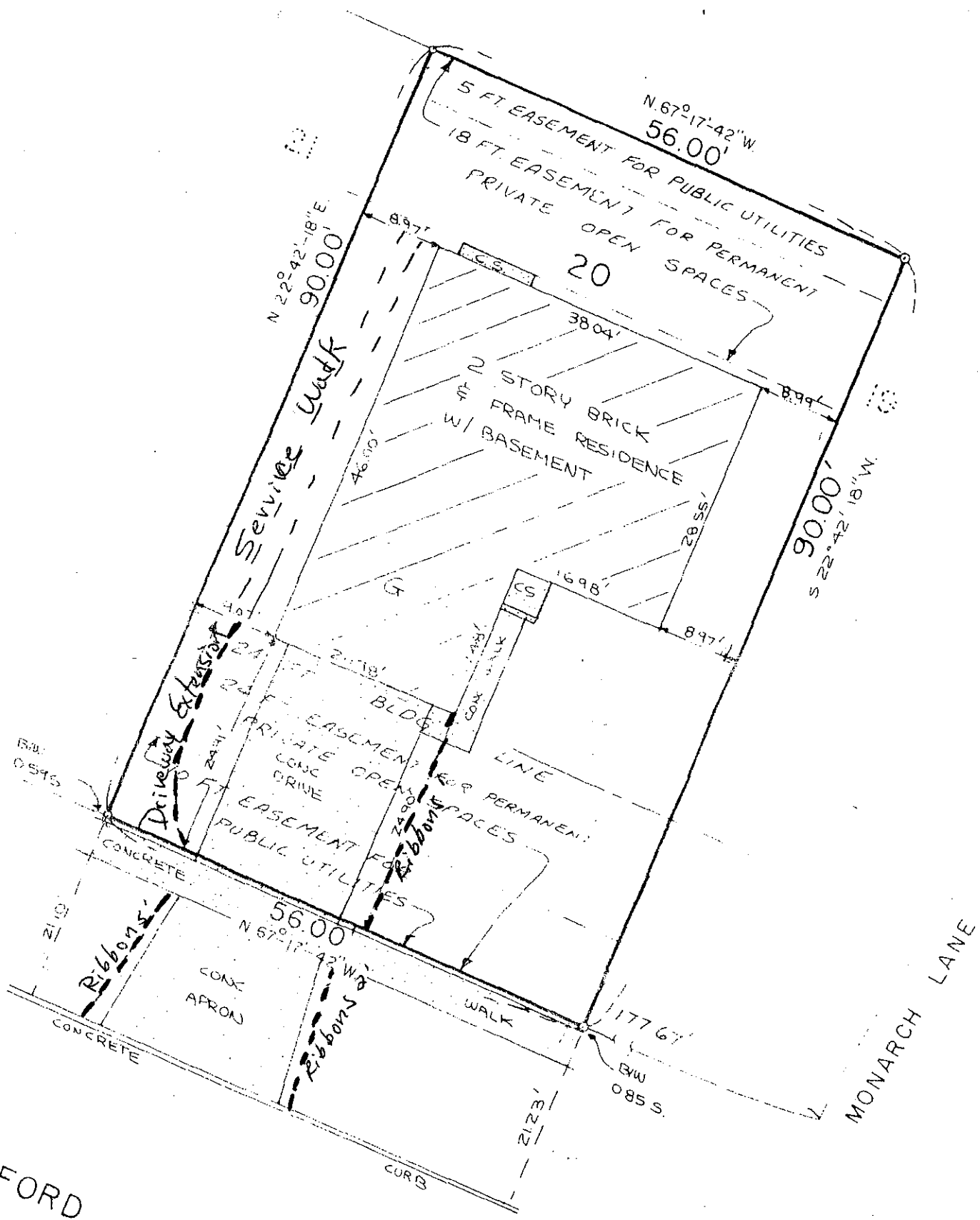
### 15. ACKNOWLEDGMENT

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 Plan Commission member or Chair, or any Zoning Board of Appeals 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.

7. Signature   
Applicant

4/30/10  
Date



MUMFORD

DRIVE

35 IRON  
LOT

RESURVEYED: JANUAR  
ORDERED BY: KRSS

Prepared by:  
RITZEL/YORK SURV.  
742 W. ALGONQUIN  
ARLINGTON HEIGHTS,  
TEL. (312) 439-

SCALE 1 inch equals 15 feet

**RELEASE OF PORTION OF OPEN SPACE EASEMENT**

WHEREAS, an open space easement has been recorded on September 24, 1986 by Document Number 86 435 380; and

WHEREAS, the Village of Hoffman Estates shall have the sole right to release portions of said open space; and

WHEREAS, it appears that an encroachment will occur or has occurred in the expansion of a driveway; and

WHEREAS, the Village of Hoffman Estates is desirous of releasing that open space easement wherein encroachment appears:

NOW, THEREFORE, let it be known that the Village of Hoffman Estates hereby releases an approximately 672 square foot portion of the 24 foot wide open space easement along the south front lot line to allow the expansion of a driveway to 28 feet in width at its widest point.

The legal description of said lot is:

P.I.N. – 02-19-231-020-0000

Lot 20 in Block 6 in Meadow Walk, being a resubdivision of parts of blocks 1, 2, 3, 6, 7, 8, 9 & 10 and vacated streets in Howie in the Hills Unit One. A Subdivision in Section 19, Township 42 north, Range 10, east of the Third Principal Meridian, according to plat of said resubdivision recorded on September 24, 1986 per document no. 86 435 380, in Cook County, Illinois.

4603 Mumford Drive, Hoffman Estates, IL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village President  
Village of Hoffman Estates

ATTEST:

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




**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by Underground Autosports for a courtesy review for a custom car repair and parts installation facility located in the rear of Golf Center Shopping Center

**MEETING DATE:** May 10, 2010

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta 

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**REQUEST:** Request by Underground Autosports for a courtesy review for a custom car repair and parts installation facility located in the rear of Golf Center Shopping Center.

**BACKGROUND:** Underground Autosports is proposing to occupy a rear area of the Golf Center Shopping Center. The space (approximately 13,000 square feet) was formerly the product warehousing area for Service Merchandise and has been vacant since they left the center. The space, as it currently is laid out, has a door entrance on the east side of the building facing the main parking lot that leads to a long hallway that will direct customers to the actual business. The tenants on either side of the proposed use include Fabrini's Flowers to the north and Factory Card Outlet to the south.

**DISCUSSION:** The petitioner is looking to locate their automotive business in the Golf Center Shopping Center. The proposed tenant space is located at the rear of the largest building that is part of the overall center. Customer access to the tenant space would be on the east side of the building.

The petitioner has submitted a list of proposed services that are unique to their business, as well as generic services that are performed at most auto service centers. The petitioner has indicated that the main focus of their business will be working with the area's racing community and sports car owners, but that other more typical services will be offered for the average customer, including fluid changes, brake services, and exhaust system work among others.

Usually a car repair use does not locate in a multi-tenant retail building due to space constraints and rent costs. The space proposed to be occupied by the petitioner is a portion of the building that would not lend itself to a typical retail use and could be better suited for a use that does not require heavy street exposure or high customer volume.

**DISCUSSION:** (Continued)

Concerns have been raised relative to noise, odor, and outdoor storage issues. The building code will address all fire protection and odor issues (through proper ventilation), but the building codes will not address any noise concerns for adjacent tenants. If the project were to move forward, this would need to be looked at closely through the Plan Commission and Zoning Board of Appeals review process.

The outdoor storage is an additional item that would need to be reviewed. The rear of the center has numerous parking spaces that are not typically utilized by customers. The proposed use would also have a large loading area near it that could be utilized for storage of materials or cars. The petitioner has indicated that outdoor storage is not anticipated at this time, but if the project were to move forward, conditions regulate any outdoor storage would need to be incorporated into a recommendation to the Plan Commission.

The proposed use would require special use review by the Zoning Board of Appeals and site plan amendment review by the Plan Commission.

**RECOMMENDATION:**

The petitioner is seeking feedback from the Planning, Building and Zoning Committee if locating an automobile repair and parts installation use in the Golf Center multi-tenant building would be desirable for the subject property.

Material presented for courtesy review and discussion only.

Attachments

cc: Plan Commission Members  
Zoning Board of Appeals Members  
Brandon Zaleiski (Underground Autosports Inc.)





# 19 Golf Center



1 inch = 100 feet

Planning Division  
Village of Hoffman Estates  
May 2010

## Company Description

Underground Autosports Inc. will be Chicagoland's premier automotive service shop servicing the area's racing community and sports car owners. We will be a one stop shop for best in class products such as Brembo, Stoptech, Penske, Edelbrock, AEM, Injen, Greddy, Sparco, Puma, Schroth, and many others. At the same time we will provide an exceptional level of technical expertise backed up by real world racing experience. Our partnerships with the sanctioning body's of the Sports Car Club of America, National Autosports Association, the Porsche Club of America, and others bring a breath of understanding to the our service unparalleled in the sport. The Chicagoland market to the racing community is extremely underserved to the mid market section and this will be our target market.

The proposed space at 19A Golf Center, Hoffman Estates is approximately 13,000 square feet of which 2,000 square feet will be dedicated to office space and 11,000 square feet will be shop/storage space. The majority of the space is behind the shopping center. The north and west walls of the shop area is an outside wall with no tenants bordering it. The tenant to the east is a flower shop and this area borders our office space with 45'+ of office space between that our shop area and that tenant. The south side of the space borders Factory Card Outlet (FCO). FCO has retail space in front and office and storage space in the back. The only use of the space that borders Factory Card Outlet's retail space is the 60'+ long hallway and our 45'+ of office space. Our shop space that borders FCO is entirely storage and offices on the FCO side. We feel that our company will put this space for the "Highest and Best Use" of the space. We will be role model for other companies in the industry with proper ventilation, drainage, oil recycling etc to ensure that we do the best to protect the public, our employees and the environment.

Below is a list of the services that we will provide.

- \* Custom Metal Fabrication
- \* Suspension & Chassis upgrade and service
- \* Engine Swaps and Service
- \* Transmission replace and repairs
- \* Rear end-differential replace and service
- \* Fuel System upgrade and service
- \* Brake system upgrade and service
- \* Steering Upgrades
- \* Air Condition system complete or service
- \* Cooling System upgrade or service
- \* Electrical Replace and Service
- \* Wood Replacement and repairs
- \* Custom Paint & Design (not on site)
- \* Dash & Instrument Service
- \* Custom Wheel and Tire fitment.
- \* Upholstery complete interiors

### Car Care Services

- \* Chassis Lube
- \* Oil & Filter Change
- \* Transmission Service

- \* Pack Wheel Bearings
- \* Pack CV Joints
- \* Differential Service
- \* Power Steering Svc
- \* Brake Fluid Service
- \* Windshield Washers
- \* Battery Service
- \* Wiper Blades
- \* Filter Replacements
- \* Various Adjustments

**Brake Systems**

- \* Inspection / Diagnosis
- \* Pad Replacement
- \* Lining Replacement
- \* Resurfacing / Machining
- \* Hose Replacement
- \* Line Replacement
- \* Master Cylinders
- \* Wheel Cylinders
- \* Parking Brakes
- \* Power Boosters

**Cool/Heat Systems**

- \* Inspection / Diagnosis
- \* Radiators
- \* Water Pumps
- \* Thermostats
- \* Hoses
- \* Belts
- \* Heater Cores
- \* Electric Fans
- \* Fan Clutches
- \* Head Gaskets
- \* Transmission Coolers
- \* Air Conditioning Service

**Exhaust Systems**

- \* Inspection / Diagnosis
- \* Catalytic Convertors
- \* Exhaust Pipes
- \* Tail Pipes
- \* Crossover Pipes
- \* Clamps and Hangers
- \* Exhaust Manifolds
- \* Gasket Replacement
- \* Dual Systems

**Maintenance Service**

- \* Oil & Filter Change
- \* 30, 60, 90K Mile Service
- \* Transmission Service
- \* Brake Fluid Service
- \* Power Steering Service
- \* Differential Service
- \* Battery Service
- \* Windshield Washers

- \* Wiper Blades
- \* Filter Replacements
- \* Chassis Lubrication
- \* Re-pack Wheel Bearings
- \* Re-pack CV Joints
- \* Various Adjustments

**Electrical Systems**

- \* Inspection / Diagnosis
- \* "SERVICE ENGINE SOON" light
- \* Battery / Alternator / Starter
- \* Interior / Exterior Lights
- \* Instrument / Gauges
- \* Electrical Wiring
- \* Power Accessories
- \* Heater Controls
- \* A/C Controls
- \* Electronic Climate Controls
- \* Engine "Tune-Up"

**Fuel Systems**

- \* Inspection / Diagnosis
- \* Fuel Filters
- \* Fuel Pumps
- \* Fuel Lines
- \* Fuel Hoses
- \* Fuel Tanks
- \* Fuel Gauges
- \* Glow Plugs

**Suspension**

- \* Inspection / Diagnosis
- \* Shocks / Struts
- \* Tires / Wheels
- \* Ball Joints
- \* Leaf Springs
- \* Coil Springs
- \* Control Arms

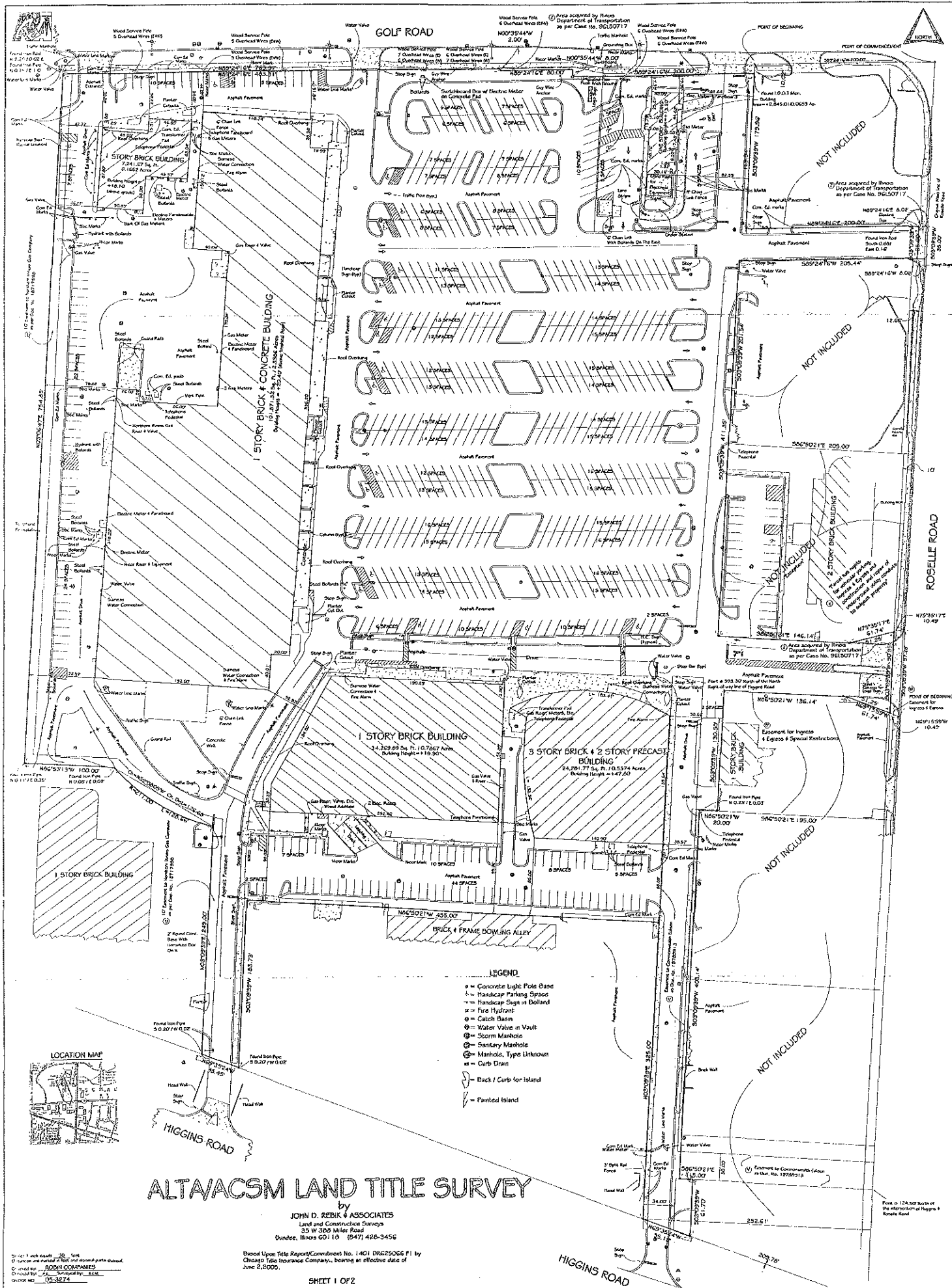
**Drive Train System**

- \* Engine Overhaul / Replacement
- \* Differential Overhaul/ Replacement
- \* CV Shafts
- \* Drive Shafts
- \* U-Joints
- \* Wheel Bearings

Thank you for your time and consideration.

**UNDERGROUND AUTOSPORTS INC.**  
 Brandon R. Zaleiski  
 President





# ALTA/ACSM LAND TITLE SURVEY

by  
**JOHN D. REDIK & ASSOCIATES**  
 Land and Construction Surveyors  
 35 W 38th Miller Road  
 Dundee, Illinois 60110 (847) 428-3456

Based Upon Title Report/Commitment No. 1401 DR625066 P1 by  
 Chicago Title Insurance Company, bearing an effective date of  
 June 2, 2005.

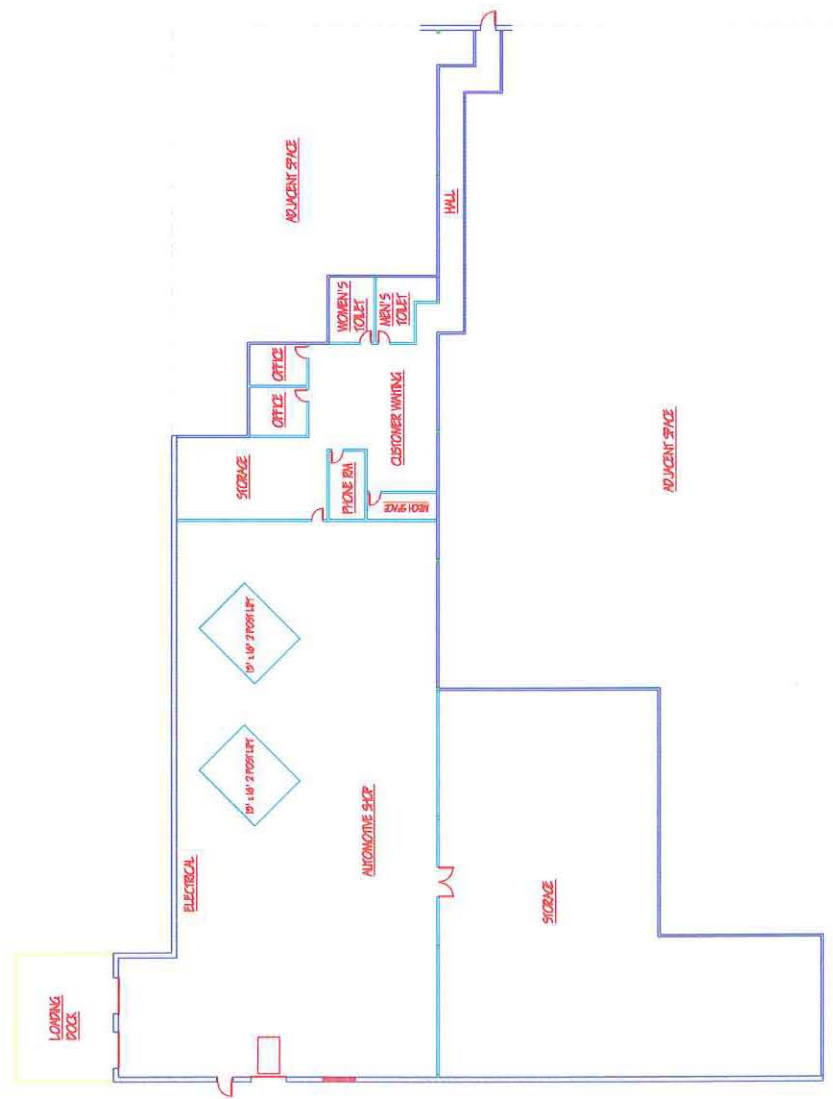
3" = 1' with 4x4x4 30' limit  
 0' survey as marked in field and shown parts thereof.  
 C. and A. by **ROBBI COMPANIES**  
 0' record by **ROBBI COMPANIES**  
 0' BOOK NO. **05-3274**

HIGGINS ROAD

UNDERGROUND AUTOMOTIVE  
19 GOLF CENTER  
HOFFMAN ESTATES, ILLINOIS

DATE	BY	NO.

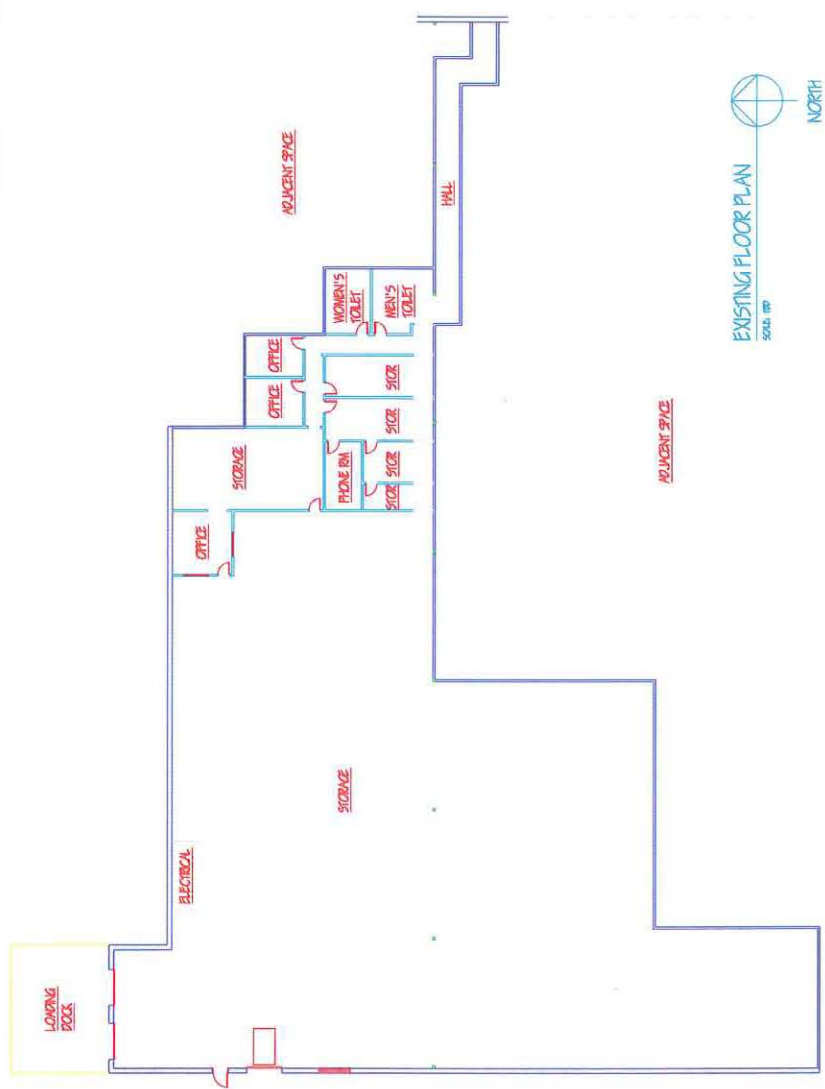
00-0000  
2  
2-11-00



PROPOSED FLOOR PLAN  
SCALE: 1/8" = 1'-0"  
NORTH

UNDERGROUND AUTOMOTIVE  
19 GOLF CENTER  
HOFFMAN ESTATES, ILLINOIS

DATE	DRAWN BY	CHECKED BY	SCALE	SHEET NO.

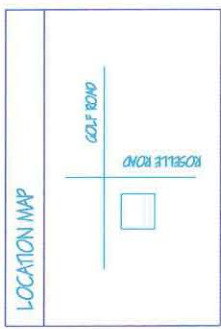


**CODE SUMMARY**

BUILDING CODE:	XXXXXXXXXX
ELECTRICAL CODE:	XXXXXXXXXX
PLUMBING CODE:	XXXXXXXXXX
MECHANICAL CODE:	XXXXXXXXXX
FIRE CODE:	XXXXXXXXXX
ACCESSIBILITY:	XXXXXXXXXX

**PROJECT SCOPE**

REVISE EXISTING 11,000 S.F. RETAIL SPACE INTO AUTO REPAIR SHOP.  
 OCCUPANCY CLASSIFICATION: XXXXXXXX  
 CONSTRUCTION TYPE: XXXXXXXX  
 FIRE RESISTANCE RATINGS REQ'D'S: XXXXX



THE ABOVE INCLUDES OF ALL STATE AND LOCAL CODES & AMENDMENTS




**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by St. Alexius Medical Center for approval to mass grade a portion of the hospital property for a temporary parking lot

**MEETING DATE:** May 10, 2010

**COMMITTEE:** Planning, Building & Zoning

**FROM:** Peter Gugliotta 

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**PURPOSE:** Request by St. Alexius Medical Center for approval to mass grade a portion of the hospital property for a temporary parking lot.

**BACKGROUND:** St. Alexius Medical Center is proposing to construct a temporary parking lot north of the ring road on the northeast corner of the hospital site. The temporary lot is being constructed to provide extra parking while two new parking decks and an east pavilion addition are under construction on the hospital property. Staff is currently reviewing the plans for these developments. A Plan Commission meeting has been tentatively scheduled for May 19, 2010, to consider the request for the temporary parking lot.

**DISCUSSION:** In anticipation of completing the temporary parking lot by July 1, 2010, St. Alexius Medical Center would like to begin mass grading of the temporary parking lot site. Mass grading has been approved on multiple occasions prior to approval of either preliminary or final site plans. The Engineering Division reviewed the grading plan for the temporary lot and finds that it is in conformance with Village requirements. The proposed mass grading will not include the removal of any existing trees on the property. The Village already has an existing performance guarantee for the restoration of this site.

**RECOMMENDATION:** Recommend approval of a request by St. Alexius Medical Center for approval to mass grade a portion of the hospital property for a temporary parking lot.

Attachments

cc: Linda Gump (St. Alexius Medical Center)



**ALEXIAN**  
**BROTHERS**  
St. Alexius Medical Center

April 28, 2010

Mr. Peter Gugliotta, Director of Planning  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169

Dear Peter,

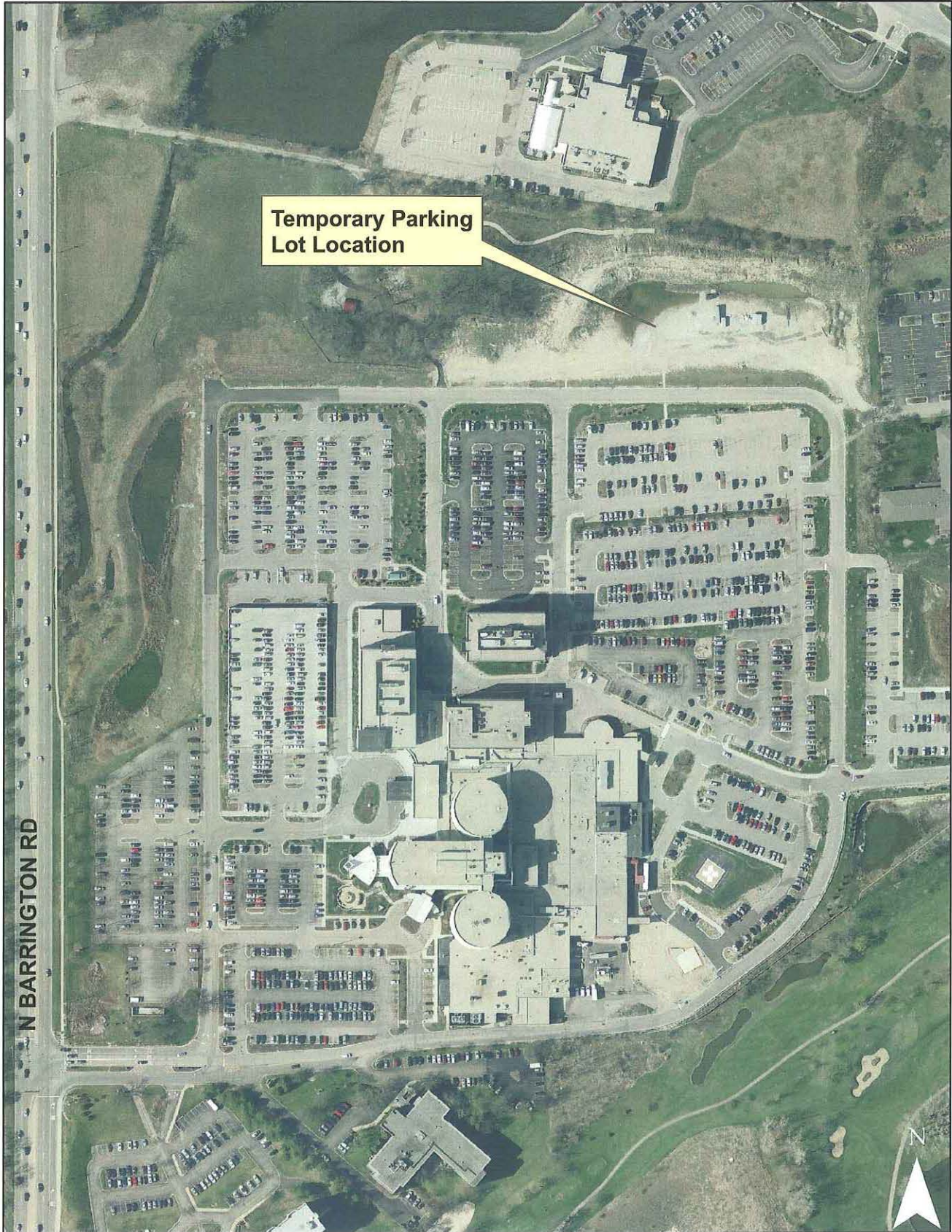
St. Alexius Medical Center respectfully requests approval to begin Mass Grading for the proposed Temporary Parking Lot located north of the existing hospital ring road on the St. Alexius Medical Center Campus. The submittal for this project was submitted on March 24, 2010 with revisions re-issued on April 27, 2010 based on Staff comments. The project is scheduled to be reviewed by the Plan Commission on May 19<sup>th</sup>, followed by a presentation to the Village Board on June 7<sup>th</sup>.

The current site is unoccupied and mass grading would not affect existing traffic on the campus. In addition, with the exception of a small amount of underbrush along the northwest perimeter area, the work will not affect existing landscape elements. We request this approval with the understanding that if the temporary parking lot is denied by the Village, the site would have to be re-graded to its condition prior to Mass Grading of the site. It is St. Alexius Medical Center's goal to begin mass grading on May 18<sup>th</sup>.

Sincerely,

Linda Gump  
Vice President, Administration

# St. Alexius Medical Center



Temporary Parking  
Lot Location

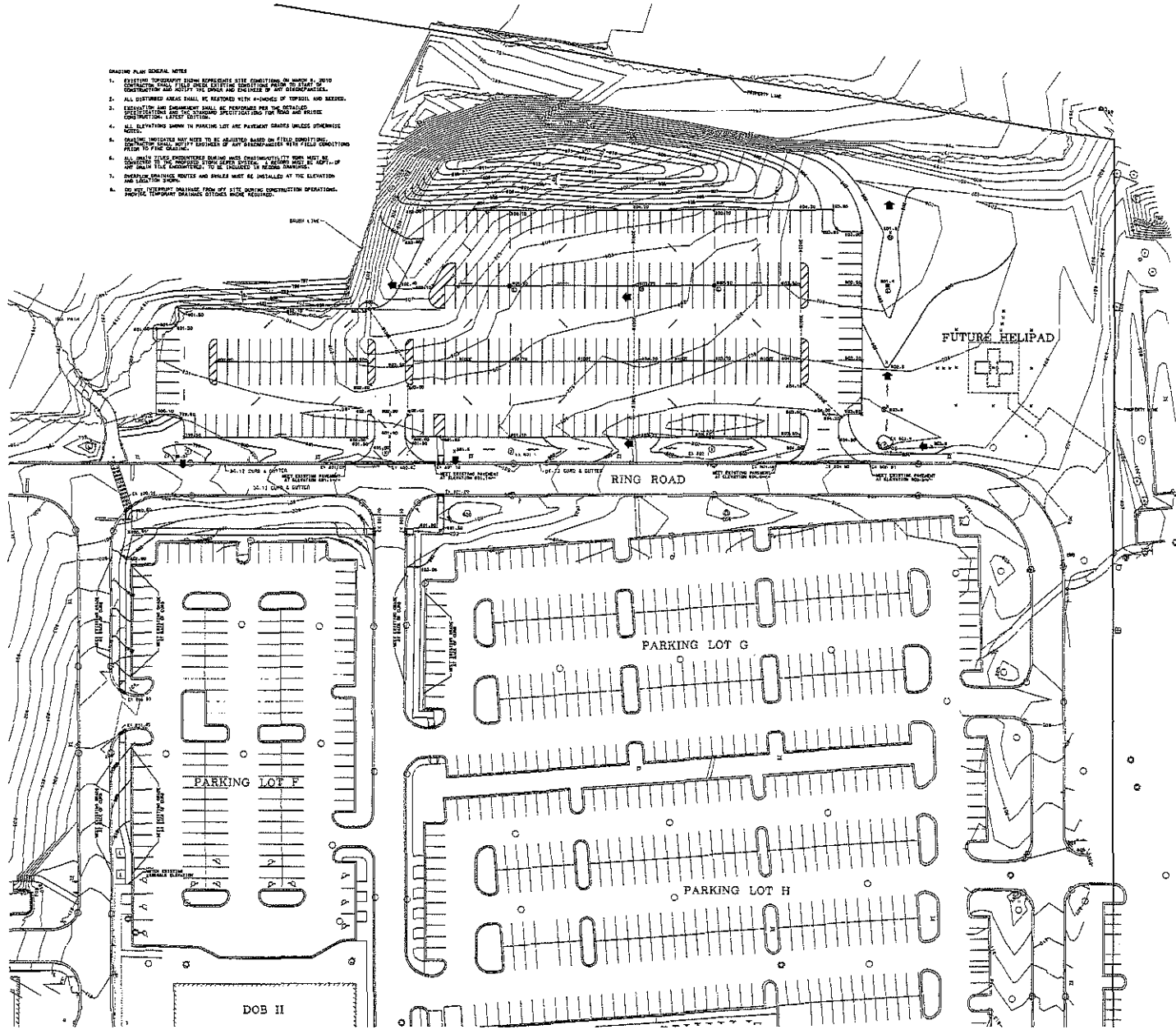
N BARRINGTON RD

1 inch = 250 feet

Department of Development Services  
Planning Division  
May 2010



- DRAINAGE PLAN GENERAL NOTES**
1. FINISH ELEVATIONS SHOWN REPRESENTS GROUND ELEVATION ON WHICH ALL CONSTRUCTION SHALL BE BASED UNLESS OTHERWISE NOTED OTHERWISE.
  2. ALL DRAINAGE AREAS SHALL BE REFINISHED WITH 4-INCHES OF TOPSOIL AND SEEDING.
  3. REVISIONS AND CHANGES SHALL BE INDICATED BY THE REVISIONS SHEET NUMBER AND DATE. CHANGES TO THIS PLAN SHALL BE INDICATED BY THE REVISIONS SHEET NUMBER AND DATE.
  4. ALL ELEVATIONS SHOWN IN PARKING LOT ARE PAVED GRADES UNLESS OTHERWISE NOTED.
  5. DRAINAGE INDICATED ON THIS PLAN IS BASED ON A 1% SLOPE TO THE NEAREST NEIGHBORING DRAINAGE AREA UNLESS OTHERWISE NOTED OTHERWISE.
  6. ALL NEW DRAINAGE SYSTEMS SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE ILLINOIS STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
  7. DRAINAGE MANHOLES AND MANHOLE COVERS SHALL BE INSTALLED AT THE ELEVATION AND LOCATION SHOWN.
  8. ALL NEW UTILITY MANHOLES SHALL BE INSTALLED DURING CONSTRUCTION OPERATIONS.



**PROTEUS GROUP**  
 Architects  
 Interior Design  
 Engineering  
 233 West Erie, Suite 800  
 Chicago, IL 60610  
 312.237.7869



**ST. ALEXIUS MEDICAL CENTER**  
 1555 BARNSTON ROAD  
 HOFFMAN ESTATES, IL 60149

**MARTY WOODS-CONSTRUCTION**

**McKee Consultants LLC**  
 9275 W. Higgins Rd. Suite 500  
 Rosemont, IL 60018



**PLANNING STAFF REVIEW**

Item	Date	By
APPROVED	JANUARY 2012	

Item	Date	By
APPROVED	APPROVED FOR STAFF COMMENTS	

Checked by: *ayyap*      Checked by: *chickler*

Project Name:  
**ST. ALEXIUS TEMPORARY PARKING LOT**  
 1555 BARNSTON ROAD  
 HOFFMAN ESTATES, IL 60149

Project Number:  
**08-088**

City's Project Number:  
**N/A**

Sheet Title:  
**GRADING PLAN**

Sheet Number:  
**C3**

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by NSK America Corporation for a Class 6B classification for property tax assessment purposes for property located in the Huntington 90 Business Park (west of BIG Kaiser)

**MEETING DATE:** May 10, 2010

**COMMITTEE:** Planning, Building & Zoning

**FROM:** Gary Skoog *GS*

---

**REQUEST:** Request by NSK America Corporation for a Class 6B classification for property tax assessment purposes for property located in the Huntington 90 Business Park (west of BIG Kaiser).

**BACKGROUND:** Staff met with representatives from NSK America regarding a possible relocation of operations from Schaumburg to Hoffman Estates. This industrial and dental toolmaker would potentially add another Japanese toolmaker to our existing cluster of precision toolmakers in the Huntington 90 office park. The ± 25,000 square foot building on three acres would be utilized by NSK primarily for warehousing, distribution, and servicing of hand tools. The Village Board has granted 6Bs for DMG Mori Seiki and BIG Kaiser in the same Huntington 90 business park.

**DISCUSSION:** NSK America intends to build its North America Headquarters in the new location. Due to the high land costs of the aesthetically pleasing natural setting on the corner of the AT&T campus, the cost of new construction and the long term carrying costs associated with the new facility, NSK has requested the Village to approve a resolution supporting their 6B incentive application to Cook County.

The attached letter from NSK lists some of the benefits the Village will derive should the facility be constructed in Hoffman Estates. These range from construction jobs, 19 permanent jobs - growing to potentially 35, over 600 room nights for hotels, and countless meals in area restaurants, among others.

NSK America is currently reviewing the financial feasibility of the project. The Cook County 6B incentive would be contingent upon the company finalizing a purchase of property in the Huntington 90 business park.

**RECOMMENDATION:** Recommend approval of a request by NSK America Corporation for a Class 6B classification for property tax assessment purposes for property located in the Huntington 90 Business Park (west of BIG Kaiser).

Attachment

cc: Timothy J. Hammersmith (Masuda, Funai, Eifert & Mitchell, Ltd.)

Timothy J. Hammersmith  
Attorney at Law  
thammersmith@masudafunai.com  
tel 312.245.7500  
fax 312.245.7467

*Via Electronic Mail at  
gary.skoog@hoffmanestates.org  
and Federal Express*

April 28, 2010

Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, Illinois 60169

Attn: Mr. Gary Skoog

**Re: NSK America Corporation  
Class 6b Incentive Application**

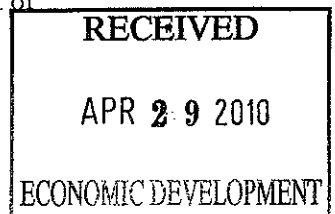
Dear Mr. Skoog:

Pursuant to our prior discussions and on behalf of our client NSK America Corporation ("NSK"), we would like to introduce to you the parameters of a potential new project our client is considering in Hoffman Estates. The purpose of this introduction is to request the Village Counsel of the Village of Hoffman Estates pass a Municipal Resolution, consistent with the provisions of the Cook County Real Property Classification Ordinance, consenting to and approving a Class 6b real estate tax incentive for this potential new project. In light of not only the costs associated with commencing a project such as that being considered, but also the long-term carrying costs associated with such a project, a Class 6b real estate tax incentive will be necessary to make the project financially feasible.

As background, NSK is currently located in Schaumburg, Illinois, and has 16 full time employees. NSK is currently contemplating expanding its presence and is considering establishing its North American Headquarters in the Chicago metropolitan area. NSK has reviewed several possible sites in different municipal locations and one of the areas NSK has been considering is the Huntington Woods development within Hoffman Estates.

The contemplated project would consist of, at least, the following components:

- The new construction of a facility of approximately 25,000 – 26,000 (+/-) square feet of improvement to be located on approximately 3.00 (+/-) acres of land.



- The facility would be used for industrial purposes consisting of the warehousing, distribution and servicing of hand tools for the industrial and dental industries as well as machine tool spindles for industrial use, the property would include office area as well in support of that function.
- The new construction project would create a significant number of construction jobs as the contemplated facility is significant in size and scope.
- It is projected that as part of this new development, NSK would employ an additional 19 employees for a total of 35 employees, within a reasonable time after completion. These newly created jobs would meet or exceed the wage levels required by the Cook County Living Wage Ordinance.
- In addition to creating construction jobs related to the development of the facility and the long term full-time employment noted above, it is anticipated that the presence of NSK within Hoffman Estates would also contribute to the local economy by bringing in frequent day and overnight visitors who would patronize local area businesses such as restaurants and hotels. These visitors would consist of persons affiliated with distributors of NSK's products, customers and employees needing training, visitors from the parent company, etc. These persons would likely require overnight stay in the Hoffman Estates area as well as frequent dining establishments. NSK estimates that at least for the first three to five years of the project, the maximum number of overnight stays, on an annual basis, could be as follows:

Distributors – Dental Business:

Sales training:

200 persons/year at 2 nights stay (visit once every three years): 400 nights

Service training:

30 persons per/year at 2 nights stay (visit once every five years): 60 nights

Sales Representatives:

80 nights

Customers:

20 nights

Industrial Use:

Sales Representatives:

20 nights

Distributors:

10 nights

NSK Japan (Management, Sales and Service):

38 nights

As the financial feasibility of this potential project is currently under review, we would ask that the Village of Hoffman Estates consider our request at its earliest convenience. For purposes of complying with the municipal ordinances of Cook County, we will be filing an Application for a Class 6b incentive to the Cook County Assessor's Office shortly.

Mr. Gary Skoog  
April 28, 2010  
Page 3 of 3

Please contact me once you have reviewed this request and let me know of any question or other information needed to expedite this matter.

Very truly yours,

**Masuda, Funai, Eifert & Mitchell, Ltd.**



Timothy J. Hammersmith

TJH/arv

cc: Mr. H. Murase, NSK America Corporation

N:\SYS47\3970\NSK Class 6 Letter.doc

MasudaFunai



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

NB5

**SUBJECT:** Discussion regarding enforcement of code requirements on residential driveways

**MEETING DATE:** May 10, 2010

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Mark Koplin/Peter Gugliotta

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**REQUEST:** Discussion regarding enforcement of code requirements on residential driveways.

**BACKGROUND:** The existing Zoning Code prohibits driveways that do not lead to an approved parking structure (garage or carport). Non-conforming driveways often lead to a wall of the house that used to be a garage but was converted to living space many years ago.

In the past 13 years, the Village Board has discussed the driveway code and its enforcement on several occasions. In each case, the Board has directed staff to enforce the Zoning Code as written. Most recently, in 2009, the Planning, Building and Zoning Committee formally reviewed the driveway regulations and there was a consensus to make no change. The memo, background information, and minutes from 2009 are attached.

At the April 19, 2010, Village Board meeting, several residents of Audubon Street spoke during *Audience Participation* and expressed concerns over the requirement that they will need to remove their non-conforming driveways due to the Village's street project.

In this situation, the Village is reconstructing Audubon Street and the non-conforming driveway aprons within the Village right of way will need to be removed. Because these aprons are non-conforming, the street contract calls for the parkway area to be restored with topsoil and grass, instead installation of a new illegal driveway apron. Because the apron will no longer be present, the non-conforming driveway located on the private lot will no longer be accessible and will need to be removed by the owner. Staff has initially give each resident a grace period of one year to allow time to complete the work, which is consistent with the practice from previous years.

**BACKGROUND:** (Continued)

This year, as in past years, once the street reconstruction list was finalized in March, the Village notified each affected owner of this need for their driveway to be modified or removed (depending on each lot's specific situation). Staff from the Code Enforcement and Engineering/Transportation Divisions met with each resident to explain the situation. Follow-up letters were sent and additional meetings held with the residents to provide guidance on the necessary driveway modifications. It should be noted that even after the removal of each non-conforming driveway on Audubon Street, each property will still have another legal conforming driveway in place. One of the situations also involves a former garage area that was converted to living space without a building permit, thus creating the illegal driveway situation.

*History of Driveway Removals/Modifications*

For more than the past decade, the Village has been successful in working with dozens of residents to eliminate non-conforming driveways. Many practical and affordable solutions have been implemented by residents and a significant number have already invested money to modify their driveways to meet the current code with the expectation that their neighbors will also have to change their driveways in the future. Photos of some recent reconstructed driveways and examples of several non-conforming situations are attached to the 2009 Planning, Building and Zoning Committee memo.

In addition to the houses affected by the street reconstruction project, residents are required to bring their non-conforming driveways into compliance if they expand the house, add a garage, construct a new driveway, or propose any other major construction on the property. Also, if a non-conforming driveway falls into disrepair, then it must either be removed or modified to meet the current code.

In 2002, the Village performed a detailed survey of the older portions of the Village where most non-conforming driveways exist. For this May 2010, discussion, an updated survey was performed for the same areas. A comparison shows that 63 driveways have been corrected during the past 8 years.

A total of 2,373 Lots were surveyed				
Year	Nonconforming		Conforming	
2002	588	24.8%	1,785	75.2%
2010	525	22.1%	1,848	77.9%

*Future Driveway Removals*

An analysis was done of the likely upcoming street reconstruction projects and which of those streets affected existing non-conforming driveways and it was determined that over the next ±10 years, there would potentially be 20-25 situations where an owner would be required to remove or modify a driveway due to the street project.

In general, due to the age of many non-conforming driveways, it is likely that over the next several years the number of driveways that reach a state of disrepair could increase rapidly. This will increase the rate at which driveways will be corrected. It is difficult to predict the number of driveways that will need to be corrected due to house expansions or remodeling projects, but under normal economic conditions there have been several each year.

**BACKGROUND:** (Continued)

A key point that is discussed with any resident needing to remove a driveway is the fact that many others have also been required to do it and have complied. It is explained that this is not unique to their situation and it would be unfair to those who have already complied to make exceptions. It is also pointed out that other non-conforming driveways that may exist in a neighborhood will also be required to be corrected at some point in the future. Once the situation is fully explained, residents typically do understand the situation and voluntarily comply.

***General Summary***

In order to facilitate the continued implementation of the Village's driveway requirements, a driveway enforcement policy has been provided in writing in the recommendation section. This policy includes the steps that are currently taken by staff, as well as some additional measures to make compliance easier for the residents.

Specifically, in the case of driveways affected by a street project, the owner will be given a two year grace period to remove the portion of the driveway on private property, which is longer than the one year deadline previously given. The Village contractor will remove the apron portion and restore with grass, thus saving the resident that expense. Further, with each year's project, staff will obtain a best price removal and restoration quote from the street contractor to handle the private portion of the driveway independent of the street project. This would be offered to the resident as one option – the price may or may not be better than one they could obtain on their own, but it will at least give the resident an easy option if they do not wish to seek out their own contractor and prices.

***Audubon Street***

With concurrence by the Committee on this policy, staff will immediately work with the Audubon Street residents to assist them with options for compliance. They will be given a two year grace period for removal of the private driveway and staff will provide the option to have the Village's 2010 street contractor complete the removal and restoration in the short term at a set price if they are interested. Initial estimates range from \$800-\$2,300 for the different Audubon Street properties, depending on the square footage of the non-conforming driveway.

**RECOMMENDATION:**

Recommended approval of a comprehensive driveway enforcement policy, including the specific points listed below.

1. Continue administering the Zoning Code which requires that non-conforming driveways be brought into conformance with any permit work on the house, garage, or driveway. Any non-conforming driveway that falls into disrepair shall be removed or modified to meet the current code. (A property owner always has the option of applying for a zoning variation to allow a specific non-conforming driveway to remain if the Village Board determines that the variation standards are met.) Staff will continue to work extensively with residents to help explain the code, suggest cost effective solutions for meeting the code, and establishing reasonable compliance periods for residents who need to remove or modify a driveway as part of a building permit.

**RECOMMENDATION:** (Continued)

2. Any non-conforming driveway apron in the Village right of way that is removed by the Village street project shall not be replaced and will be restored with grass. (A property owner always has the option of applying for a zoning variation to allow a specific non-conforming driveway to remain if the Village Board determines that the variation standards are met.) Owners will be notified both in person and in writing as early as possible in the process once the situation has been identified by the Village. Due to the current economic conditions, the owner will be given a compliance grace period of two years to remove the remainder of the non-conforming driveway on private property, with any extension requiring approval by the Village Board.
3. With each year's Annual Street Rehabilitation Program, staff will obtain a best price from the road contractor for driveway removal and restoration. This price will be offered to owners who are required to remove driveways due to the street program. The owner will be given the opportunity to privately hire the street contractor at the set rate. Owners always have the option of hiring their own contractor to complete the work.
4. This policy shall be effective until March 1, 2012, at which point it shall be reconsidered based on the potential for economic conditions to improve and the potential for requiring shorter grace periods for compliance.

## Attachments

cc: W. Weaver (Zoning Board of Appeals)

COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES

NB6

SUBJECT: Discussion regarding Village Zoning Code requirements for driveways on residential lots

MEETING DATE: March 9, 2009

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta PG

**COPY**

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REQUEST: Discussion regarding Village Zoning Code requirements for driveways on residential lots.

BACKGROUND: The existing Zoning Code prohibits driveways that do not lead to an approved parking structure (garage or carport). The driveways often lead to a wall of the house that used to be a garage but was converted to living space years ago.

- ◆ In 1997, the Village Board adopted the current driveway regulations.
- ◆ In 2002, the Planning, Building and Zoning Committee formally reviewed the driveway regulations and chose to make no change.
- ◆ In 2006, as part of Zoning Code revisions that provided flexibility for residents with non-conforming houses, the Village Board added text that specifically stated that non-conforming driveways still must be brought into compliance with any house addition.

DISCUSSION: Residents are not required to change non-conforming driveways if they are not proposing to construct major improvements on their property, unless their old driveway falls into disrepair and needs to be replaced. Following is a brief summary of how the Zoning Code has been enforced since the driveway regulations were adopted by the Village Board:

- ◆ Non-conforming driveways are not required to be changed, as long as the driveway remains in good repair and no home additions are proposed on the property.
- ◆ If a resident submits a permit to expand the house, add a garage, construct a new driveway, or any other major construction on the property, a non-conforming driveway must be modified or removed to meet the current Zoning Code requirements.

**DISCUSSION:** (Continued)

- ◆ If a non-conforming driveway falls into disrepair and requires reconstruction, the replacement driveway must be modified to meet the current Zoning Code requirements.

When a non-conforming driveway is required to be modified, the following takes place:

- ◆ A staff member contacts the resident to discuss the code requirement and review the various options for meeting the current code. In most cases, the change to the driveway only involves the removal of a small amount of pavement and typically does not reduce available parking area. Often there are different areas where the new driveway can be expanded and still meet the current code.
- ◆ Typically, staff visits the home to assist the resident in understanding options that are available. Staff will regularly suggest ideas that help the resident design a driveway that meets their needs and meets the code. Examples of other reconfigured driveways are often pointed out to the resident to help them visualize the different options available.
- ◆ Residents frequently point out other non-conforming driveways in the area and question why others do not have to be changed. Staff explains that changes are only required when new construction is proposed on a property or when a driveway needs to be replaced. Staff also assures the resident that when the neighbors' driveways eventually deteriorate or when home additions are proposed, their non-conforming driveways will be required to be changed. It is important that residents understand that the code will be applied equally to others in the future.

The assurance that neighbors will also eventually be required to correct their non-conforming driveways typically satisfies each resident. In addition, staff invests significant time in helping the resident understand the code and find acceptable solutions. The result is that very few variations are requested and the vast majority of residents accept the code requirement as it is currently written.

Although the total number of existing non-conforming driveways appears significant since the Village Board amended the Zoning Code in 1997, there has been progress toward eliminating these situations. An exact count is not available, however, it is estimated that at least 10-15 non-conforming driveways are corrected each year. The number of driveways that are corrected is expected to increase more rapidly in the next 5-8 years because many of the existing non-conforming driveways are aging and will require replacement.

When the Village adopted the current regulations, it was clear that the elimination of non-conforming situations would be a gradual process over a number of years. The Village chose this approach to avoid forcing construction work (and costs) on residents who were not actively proposing to expand or change their home, garage, or driveway.

**DISCUSSION:** (Continued)***Variation History***

In the six year period from 2003-2008, the Village issued 1,616 driveway permits, 130 garage permits, and additional permits for home additions (a specific count is not available). During the same six year period, there were a total of only six driveway variation requests, (three were approved). While most of these permits did not involve non-conforming situations, there are a number of permits each year where residents do revise their driveways to meet the current codes. Typically, if there are a significant number of variation requests for a certain item, it is an indication that a code section should be reevaluated. In the case of driveways, the number of variations relative to the number of permits issued is very small (less than 0.3% over six years) and indicates that the code provides regulations that generally conform to resident needs and desires. There will always be occasional situations where a resident feels they have a unique situation and a variation request is made.

***Summary***

For more than the past decade, the Village has been successfully eliminating non-conforming driveways. Many practical and affordable solutions have been implemented by residents and a significant number have already invested money to modify their driveways to meet the current code with the expectation that their neighbors will also have to change their driveways in the future. Photos of some recent reconstructed driveways are attached for reference. Also attached are examples of several non-conforming situations.

One purpose of the Zoning Code is to preserve property values. Establishing regulations that promote positive improvements to existing residential properties is consistent with this purpose. The driveway regulations adopted by the Village Board in 1997 are causing a gradual change in the overall appearance of some of the neighborhoods developed early in the Village's history. Over time, as more driveways are changed to meet the current code requirements, older neighborhoods will become more consistent with the standard of development present in many newer neighborhoods, which should help to preserve property values.

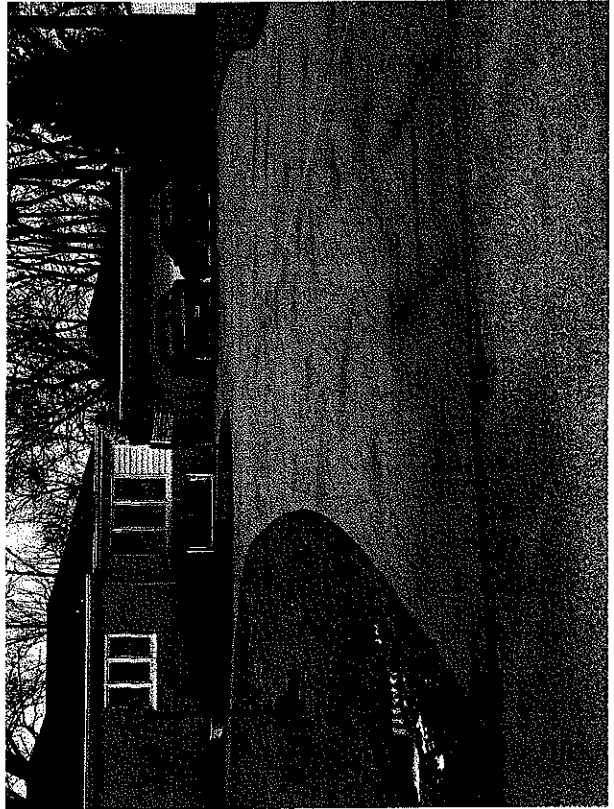
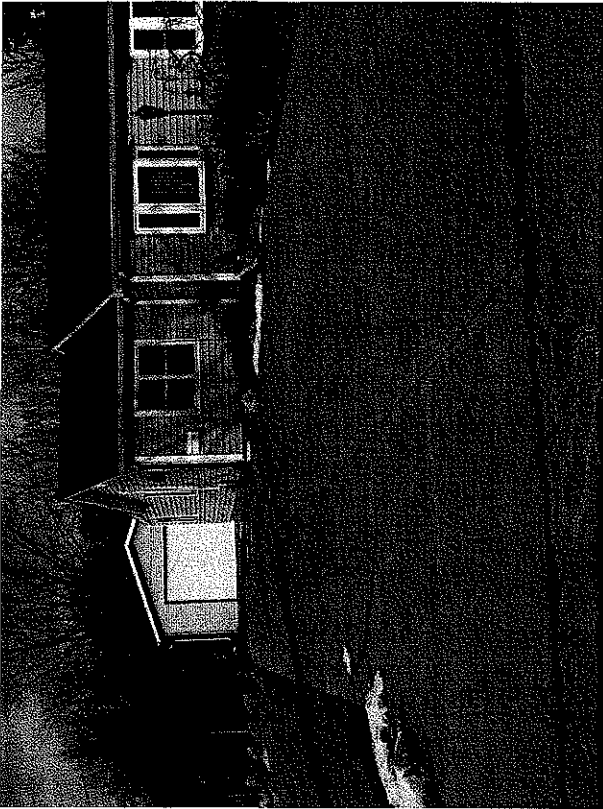
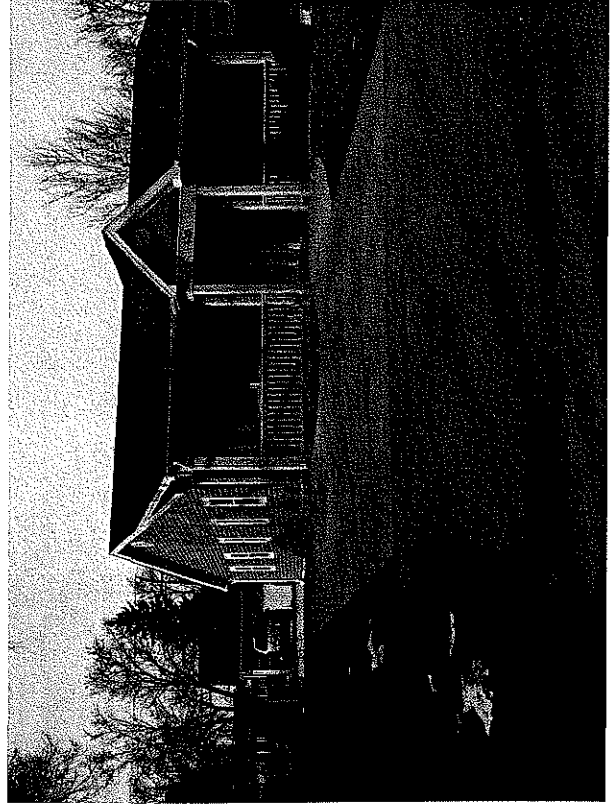
**RECOMMENDATION:**

Material is presented for discussion. It is not recommended that the current driveway regulations be changed.

**Attachments**

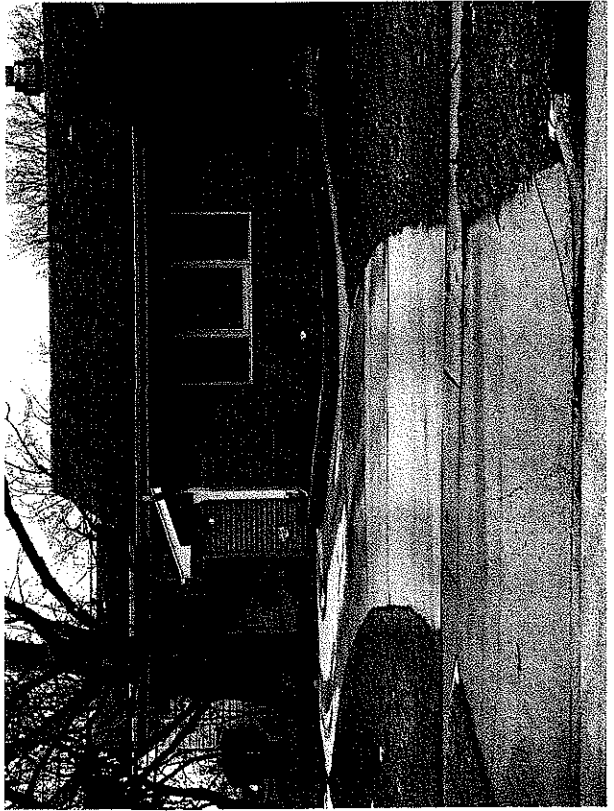
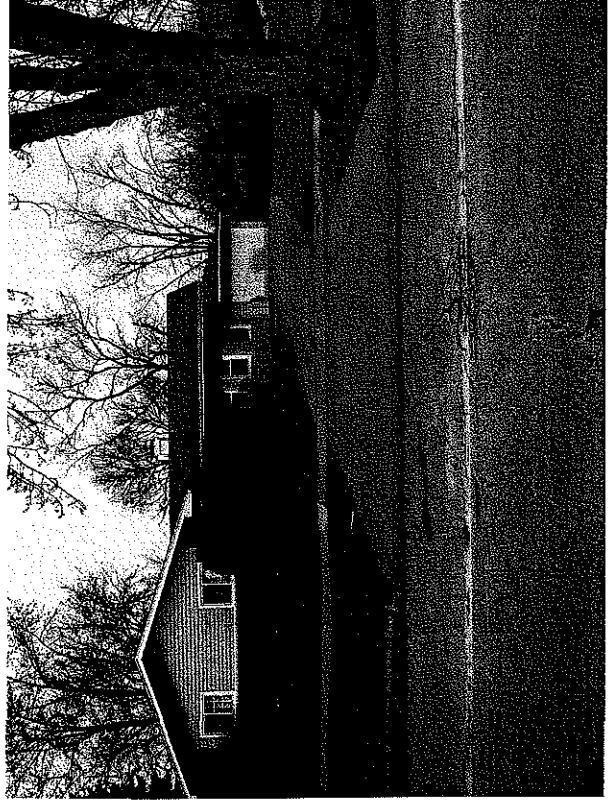
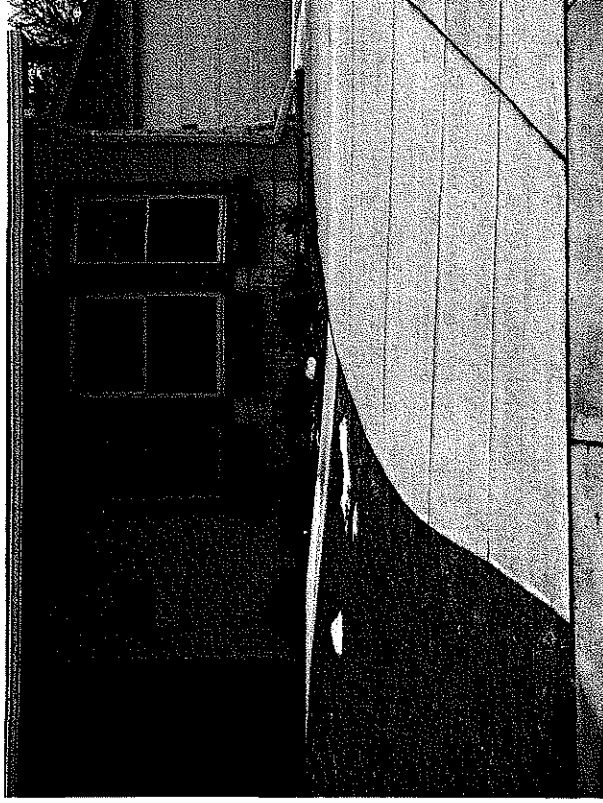
cc: W. Weaver (Zoning Board of Appeals)

# Driveways Modified to Conform to Code

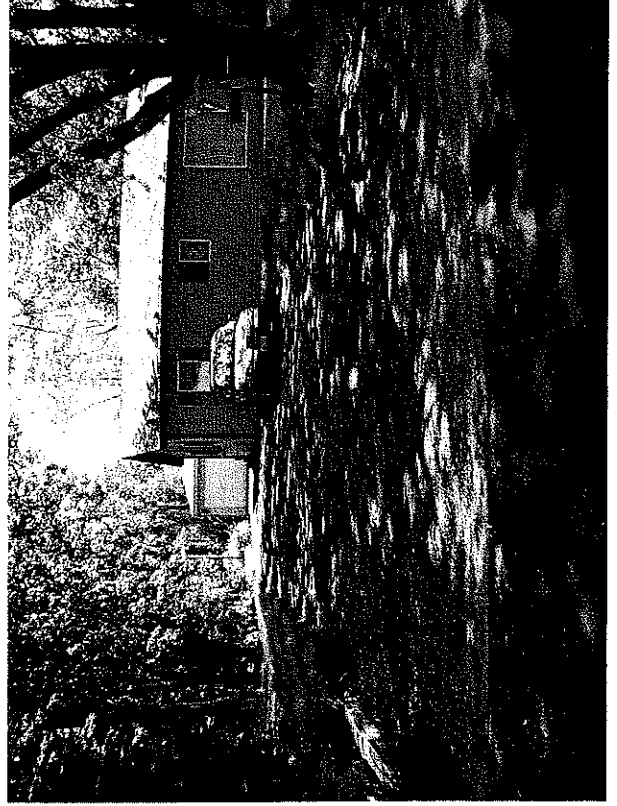
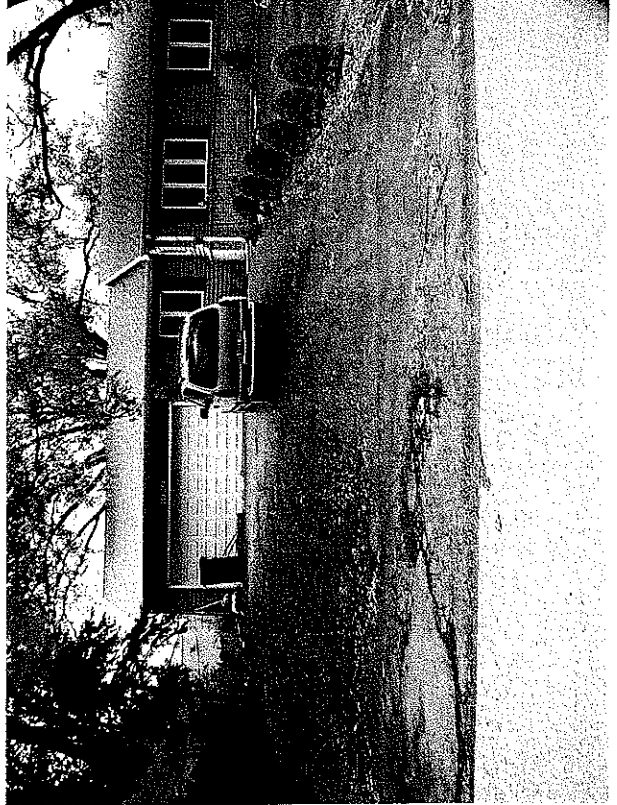
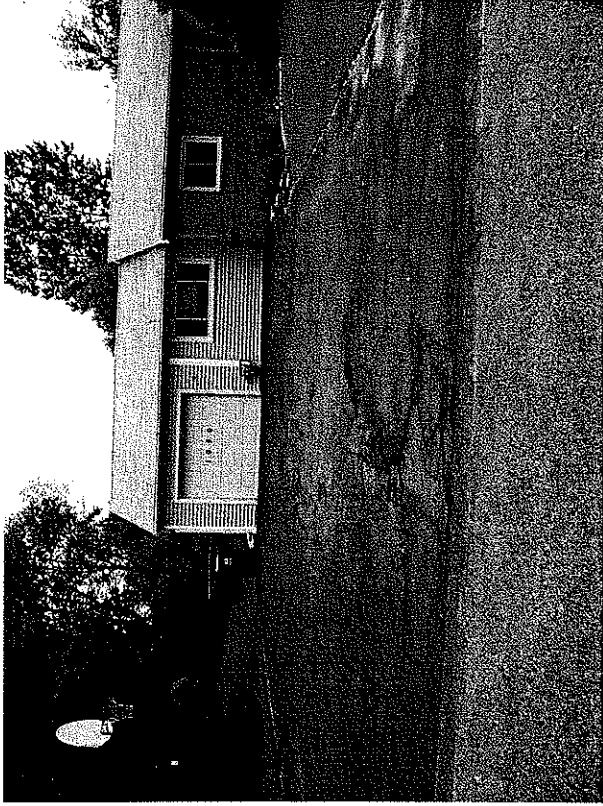




Driveways Modified to Conform to Code



# Nonconforming Driveways



# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** James Norris, Village Manager  
**FROM:** Peter Gugliotta, Director of Planning  
**RE:** DRIVEWAY REGULATIONS  
**DATE:** September 12, 2007

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Attached are copies of the March 18, 2002, Planning, Building and Zoning Committee memo and minutes regarding the Zoning Code regulations pertaining to driveways that do not lead to an approved parking structure. I recall that the Committee members saw no need to take any formal action regarding code requirements that were already in place, therefore, the motion was not seconded.

Regarding 485 Hawthorne, I have checked with Code and Planning staff and no one recalls having a discussion with the resident at this address. However, both Divisions frequently field generic phone calls about zoning regulations where the specific address is not shared. Jeff Mattes in Code informed me that he discusses the driveway regulations with residents on almost a daily basis in the summer and there have been many residents who have modified their driveways through the permit process in the past few years.



Peter Gugliotta, Director of Planning

Attachment

PJG/kr

cc: M. Koplin

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding the Hoffman Estates Municipal Code regarding driveway locations on residential lots

**MEETING DATE:** March 18, 2002

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Ron Widmar

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**REQUEST:** Discussion regarding the Hoffman Estates Municipal Code regarding driveway locations on residential lots.

**DISCUSSION:** The following background information is provided on the Village's residential driveway policy. This information is being provided as a follow-up to previous discussions for related variation requests.

The current code section requires that "A driveway in a front yard shall be permitted provided the driveway leads to an approved parking structure. This shall not prohibit a driveway in a front yard from being expanded or enlarged toward the side lot line closest to the driveway."

This section was added to the code in June 1997. This code amendment was initiated to preclude proposals to allow parking in the front yard in front of the house. This also resulted in making driveways leading to former garages that were converted to living space non-conforming.

As illustrated in the attached driveway analysis graphic, there are several types of situations where garages have been converted to living space and the driveways have remained in the past. Upon passage of the code amendment, these became legal non-conforming uses that may continue until such time as an addition was proposed. At that time, the driveway would need to be brought into conformance with the code or a variation granted. *No action is required on sites where no changes to the property are proposed.*

As a matter of practice, the code requirement has been applied as illustrated in the attached memo of November 23, 2001. A 6' minimum space between the house and the driveway is required to be converted to landscape area.

There are several variations that are before the Zoning Board of Appeals on this topic, including two remands. One of the remands chose to conform to the code. The other applications are pending.

**DISCUSSION:** (Continued)

The affirmation of the implementation of the Village code driveways would assist in providing direction on this matter for future Zoning Board of Appeals hearings and review of permit applications.

**RECOMMENDATION:**



Affirmation of the implementation of the current Village code requiring driveways to lead to an approved structure (garage) is recommended.

Attachments

cc: V. Rubel

# VILLAGE OF HOFFMAN ESTATES

## Memo

TO: Richard Unwin, Community Development Director  
FROM: Don Plass, Director of Code Enforcement;   
Jeremy Barnhart, Planner   
RE: Driveways- Residential areas  
DATE: November 23, 2001

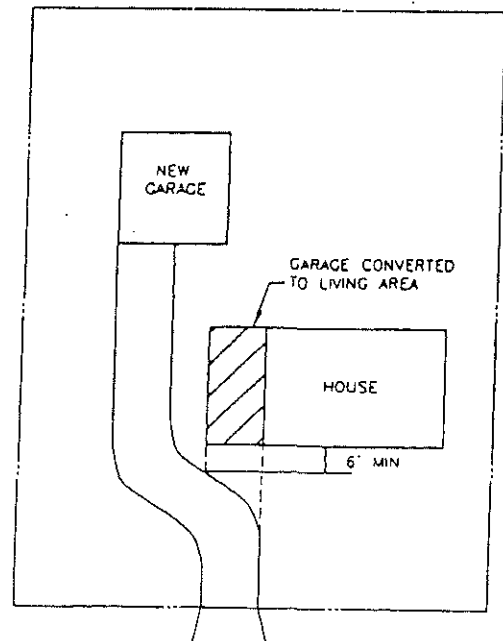
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Section 9-3-2 of the Zoning Code requires all driveways in a front yard to lead to an approved structure. This ordinance was approved in May 1997.

Leading to an approved parking structure has been interpreted that a garage should be easily and reasonably accessed from any point on the driveway, without reversing. See Figure 1 below.

Generally, this has been interpreted to mean that the driveway should be separated from the front of the house by a distance of at least six feet. This distance allows sufficient room for residential vehicle turning and provides some separation allowing for landscaping or grading to screen the foundation and allow it to tie into the rest of the existing foundation.

When improvements to the property are proposed or performed, including: the construction of a detached garage, converting of an attached garage to living space, replacement of an existing driveway, the driveway would be required to be altered to a conforming state.



## DRIVEWAY ANALYSIS

### Parcel A - 263 Lots

Type A	Type B	Type C	Type D	Standard Driveway
7 (2.6%)	87 (33.1%)	52 (19.8%)	29 (11%)	88 (33.5%)

### Parcel B - 530 Lots

Type A	Type B	Type C	Type D	Standard Driveway
8 (1.5%)	124 (23.4%)	4 (.8%)	27 (5.1%)	367 (69.2%)

### Parcel C

♦ North of Bode Road/west of Roselle Road<sup>1</sup> - 311 Lots

Type A	Type B	Type C	Type D	Standard Driveway
5 (1.6%)	18 (5.8%)	1 (.3%)	1 (.3%)	286 (92%)

<sup>1</sup>Excludes duplexes. Includes lots fronting Bode Road.

♦ South of Bode Road/west of Roselle Road<sup>2</sup> - 1,269 Lots

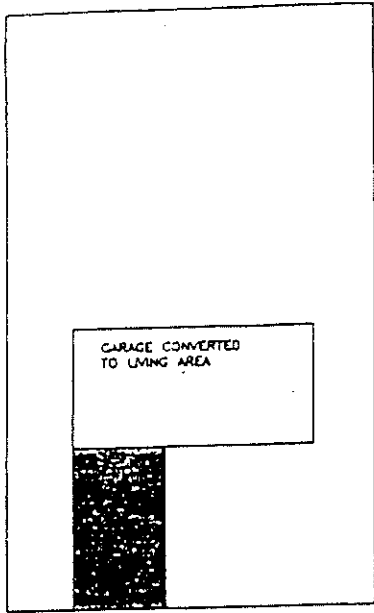
Type A	Type B	Type C	Type D	Standard Driveway
54 (4.3%)	136 (10.7%)	12 (.9%)	23 (1.8%)	1,044 (82.3%)

<sup>2</sup>Excludes duplexes. Includes lots fronting Bode Road.

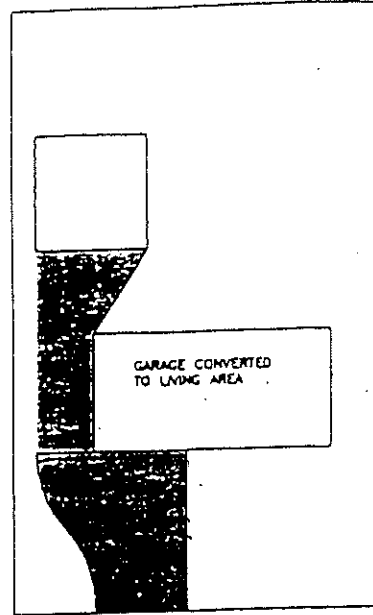
## STUDY AREA SUMMARY

### Total Lots - 2,373 Lots

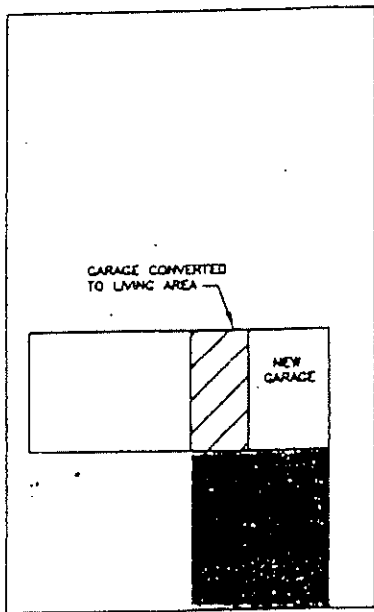
Type A	Type B	Type C	Type D	Standard Driveway
74 (3.1%)	365 (15.4%)	69 (2.9%)	80 (3.4%)	1,785 (75.2%)



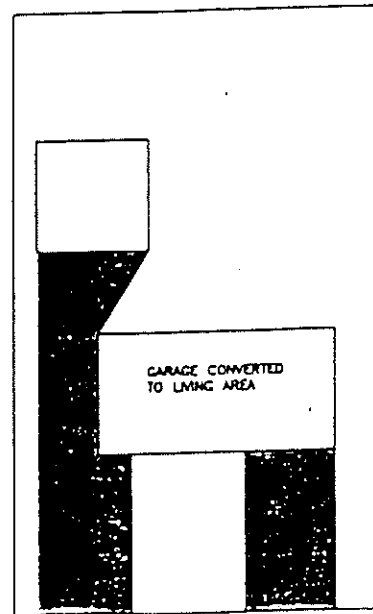
TYPE A DRIVEWAY



TYPE B DRIVEWAY



TYPE C DRIVEWAY



TYPE D DRIVEWAY

NOTES:

ASSUME:

80 x 130 LOT = 10,400 SF  
 R-3 DISTRICT  
 HOUSE SIZE 52 x 26  
 35' FRONT SETBACK  
 DETACHED GARAGE 24 x 24

DRIVEWAY ANALYSIS					
SCALE	1" = 40'	NO.	REVISIONS	BY	DATE
DATE	2/02				
DRAFTER	SLW				
VILLAGE OF HOFFMAN ESTATES					FILE NAME



## DRAFT

Village of Hoffman Estates

### SPECIAL PLANNING, BUILDING AND ZONING COMMITTEE MEETING MINUTES

March 18, 2002

Members in Attendance:

Karen Mills, Chairman  
Rodney Rusakiewicz, Vice-chairman  
Lloyd Boester, Member

Other Corporate Authorities  
in **Attendance**:

Trustee Sue **Kenley**  
Trustee Ed Frank  
Trustee Frank Brigano

Village President William **McLeod**

Management Team  
in Attendance:

James Norris, Richard Williams, Dan  
**O'Malley**, Shirley Wells-English, Chris  
Nelson, Richard Unwin, Ron **Widmar**,  
Clint Herdegen, Michael **DuCharme**,  
James Eaves

Others in Attendance:

News Reporters from the Chicago  
Tribune, Pioneer Press and Daily Herald

The Special Planning, Building and Zoning Committee meeting was called to order at 7:43 p.m.

#### NEW §

1. Discussion regarding the Hoffman Estates Municipal Code regarding driveway locations on residential lots.

A memo from Ron Widmar was submitted to the Committee.

Ron Widmar stated that the current Hoffman Estates Municipal Code regarding driveway locations on residential lots requires that "A driveway in a front yard shall be permitted provided the driveway leads to an approved parking structure. This shall not prohibit a driveway in a front yard from being expanded or enlarged toward the side lot line closes to the driveway."

This section was added to the code in June 1997. This code amendment was initiated to preclude proposals to allow parking in the front yard in front of the house. This also resulted in making driveways leading to former garages that were converted to living space non-conforming. Under the current ordinance the driveways may remain in place until an addition is made to the home.

As a matter of practice, the code requires a 6-foot minimum space between the house and the driveway to be converted to landscape area.

Trustee Mills inquired, and Ron Widmar responded, if a resident converted their garage to living space they would need to build a new 440-foot garage or get a variation from the Village.

Trustee Brigano inquired, and Ron Widmar responded, the 6-foot minimum space between the house and driveway is required in the front of the house but not as critical on the side of the house.

Motion by Trustee Rusakiewicz, to affirm the implementation of the current Village code requiring driveways to lead to an approved structure (garage). Motion failed due to a lack of a second.

**2. Request approval of amendments to the Hoffman Estates Municipal Code relating to certificates of occupancy.**

A memo from Richard Williams was submitted to the Committee.

Richard Williams stated that in December 2001, Ordinance No. 3356-2001 was passed to provide greater public improvement security to the Village due to the General Assembly's removal of the Village's ability to secure public improvements by letters of credit. In addition tighter controls of temporary occupancy permits were enacted as well.

Some minor changes have been recognized as necessary:

11-6-3-F-1 - The General Assembly has limited the security to 110% of estimate.

11-6-3-F-3-A – Clarification of applicable landscaping and authority to Village Manager to permit delay of final lift to require additional security. *Trees and shrubs in stormwater basins and the final lift on the streets shall be completed by the developer, and inspected and approved by the Village prior to the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for any dwelling after the first 50% of the dwelling units in an approved phase except that upon a finding of special circumstance and posting of additional security, the Village Manager may waive the 50% requirement.*

Richard Williams stated that 11-6-3-F-A is very difficult for developers to meet. This is something that is required because of limited security with a bond. Internal provisions are in place where an application can be made and upon good cause shown, this requirement could be waived by action of the Board. Additional securities such as a letter of credit would be required.

Richard Williams stated that these amendments are housekeeping items.

Motion by Trustee Kenley, seconded by Trustee Frank, to approve the amendments to the Hoffman Estates Municipal Code relating to certificates of occupancy. Motion carried.

# Minutes

## 5. Request approval of a resolution adopting the 2009 zoning map.

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

Motion by Trustee Collins, seconded by Mayor McLeod, to approve a resolution adopting the 2009 zoning map. Voice vote taken. All ayes. Motion carried.

## 6. Discussion regarding Village Zoning Code requirements for driveways on residential lots.

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

Bill Weaver, Chair, Zoning Board of Appeals, addressed the Committee and discussed the criteria for zoning code changes for driveways.

There was consensus among the Committee to leave the Code as it stands and to address each request on a case by case basis.

## 7. Request acceptance of Department of Development Services monthly report for Planning Division.

The Department of Development Services monthly report for the Planning Division was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Collins, to accept the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

## 8. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.

The Department of Community Development monthly report for Code Enforcement Division was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Collins, to accept the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

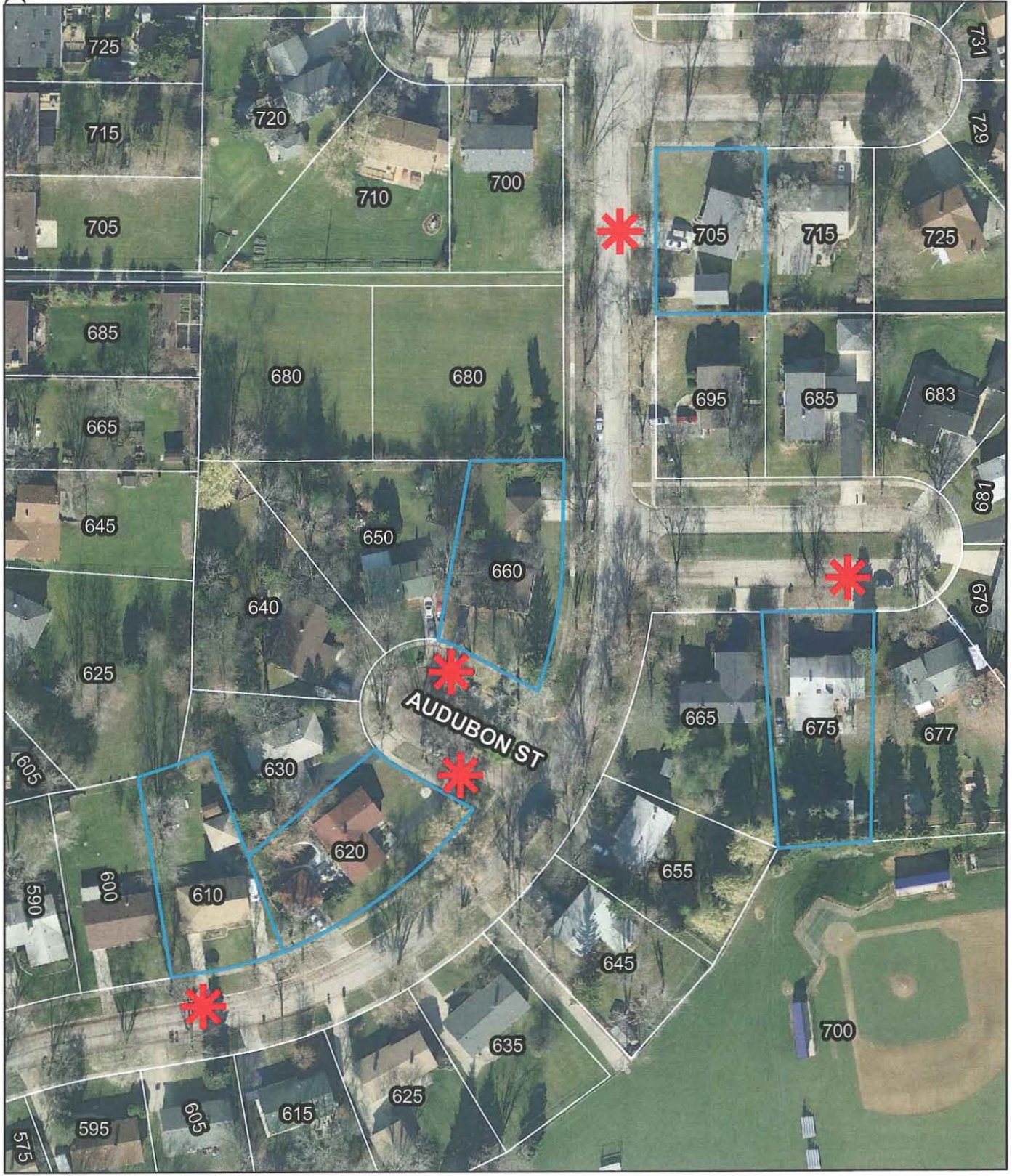
### III. President's Report

Mayor McLeod reported that on March 3, 2009, he attended the Schaumburg Township Barn Mayors for Meals event and served meals to senior citizens; on March 4 he attended the NWMC Executive Board meeting and the National Weather Service Severe Weather Class, as well as the District 54 Intergovernmental Reception; on March 5, Mayor McLeod read to the children at KinderCare and attended a Special Planning, Building & Zoning Committee meeting; on March 6, he attended the Dominick's ribbon cutting and the Schaumburg Township PTA banquet; on March 7 he attended the District 211 Teachers Union legislative breakfast, and the Mary Todd Lincoln Program, which was greatly attended.





# Audubon Street Reconstruction - Nonconforming Driveways



1 inch = 100 feet

Planning Division  
Village of Hoffman Estates  
May 2010





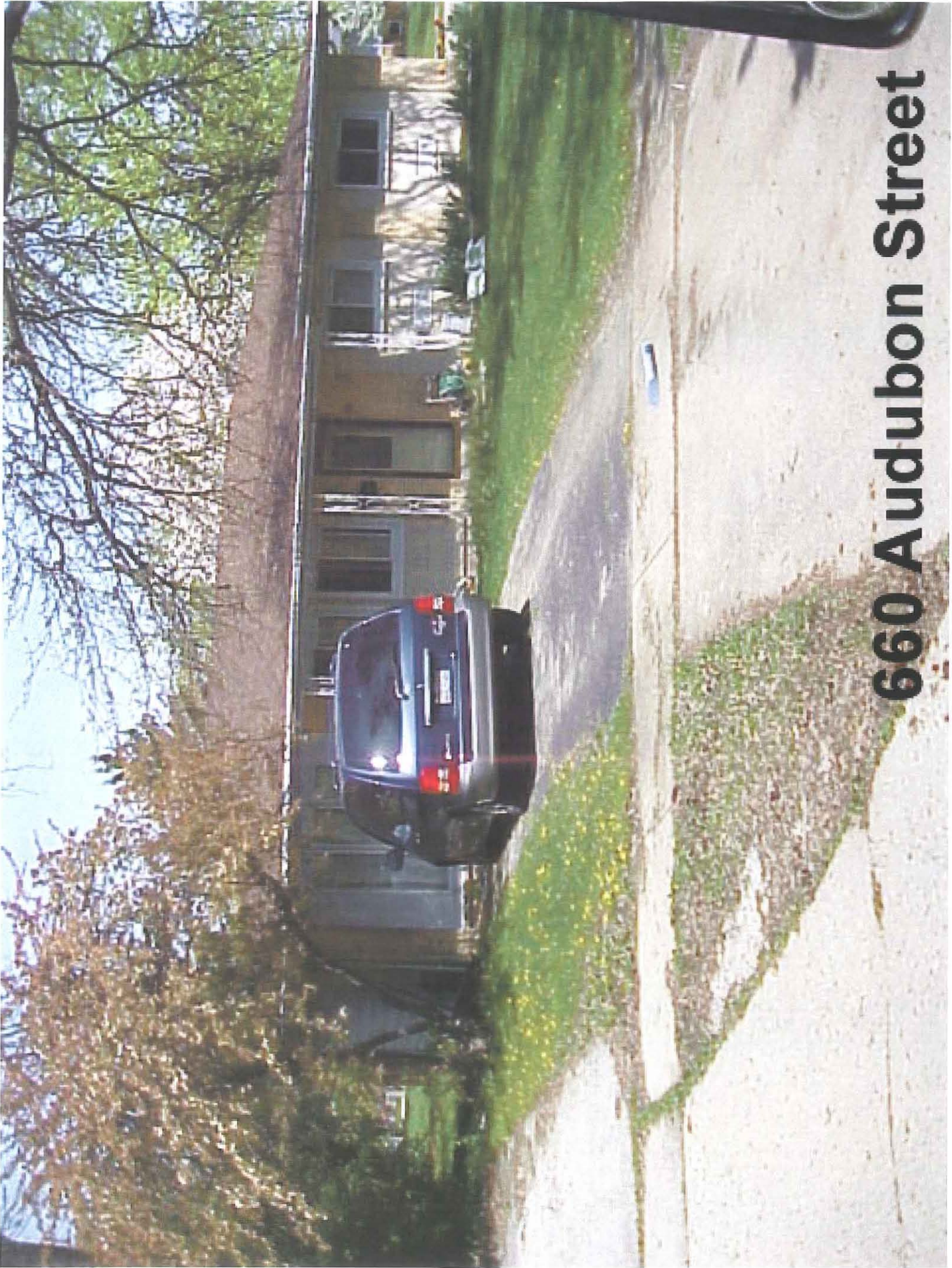
**610 Audubon Street**





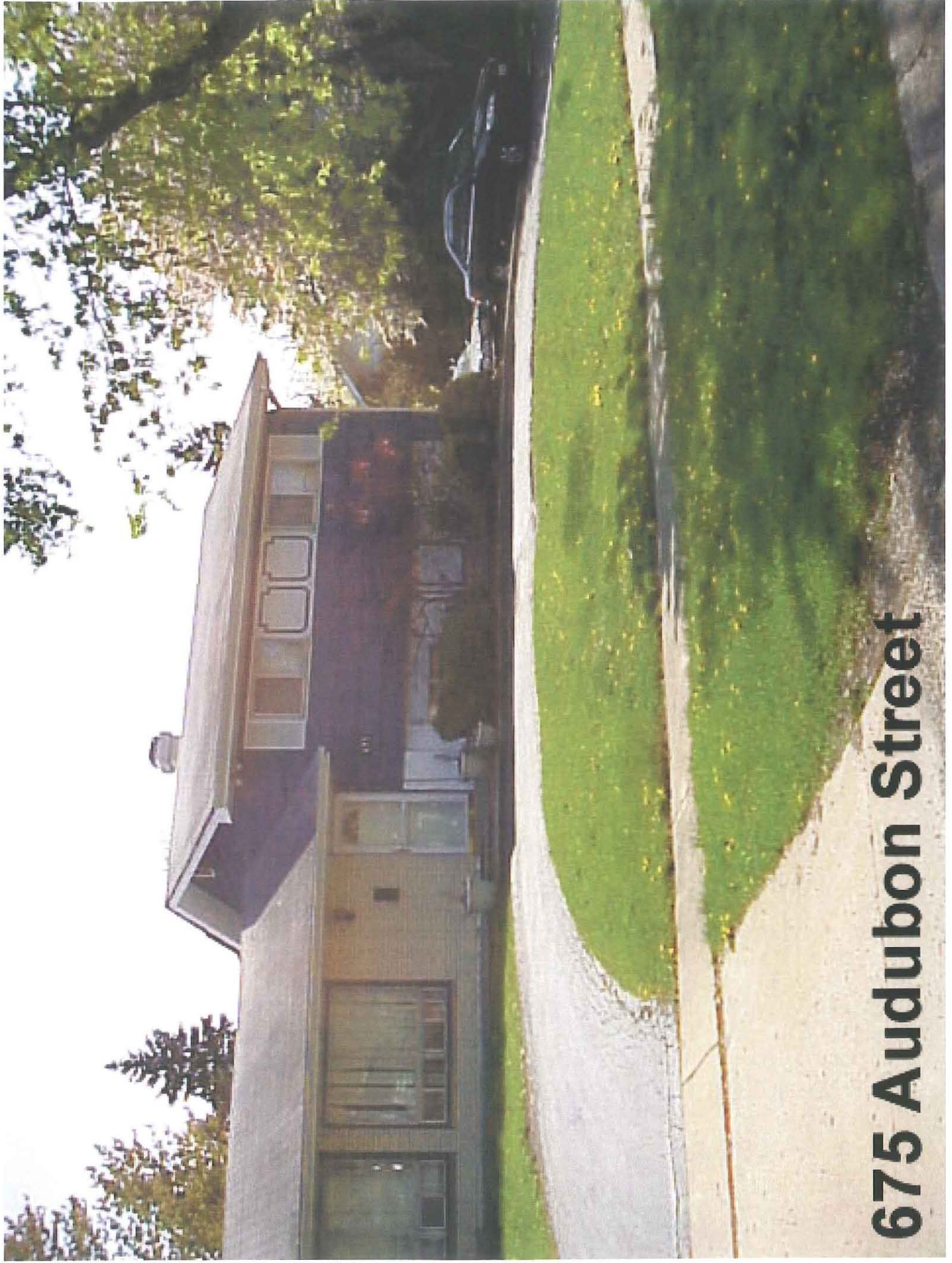
**620 Audubon Street**





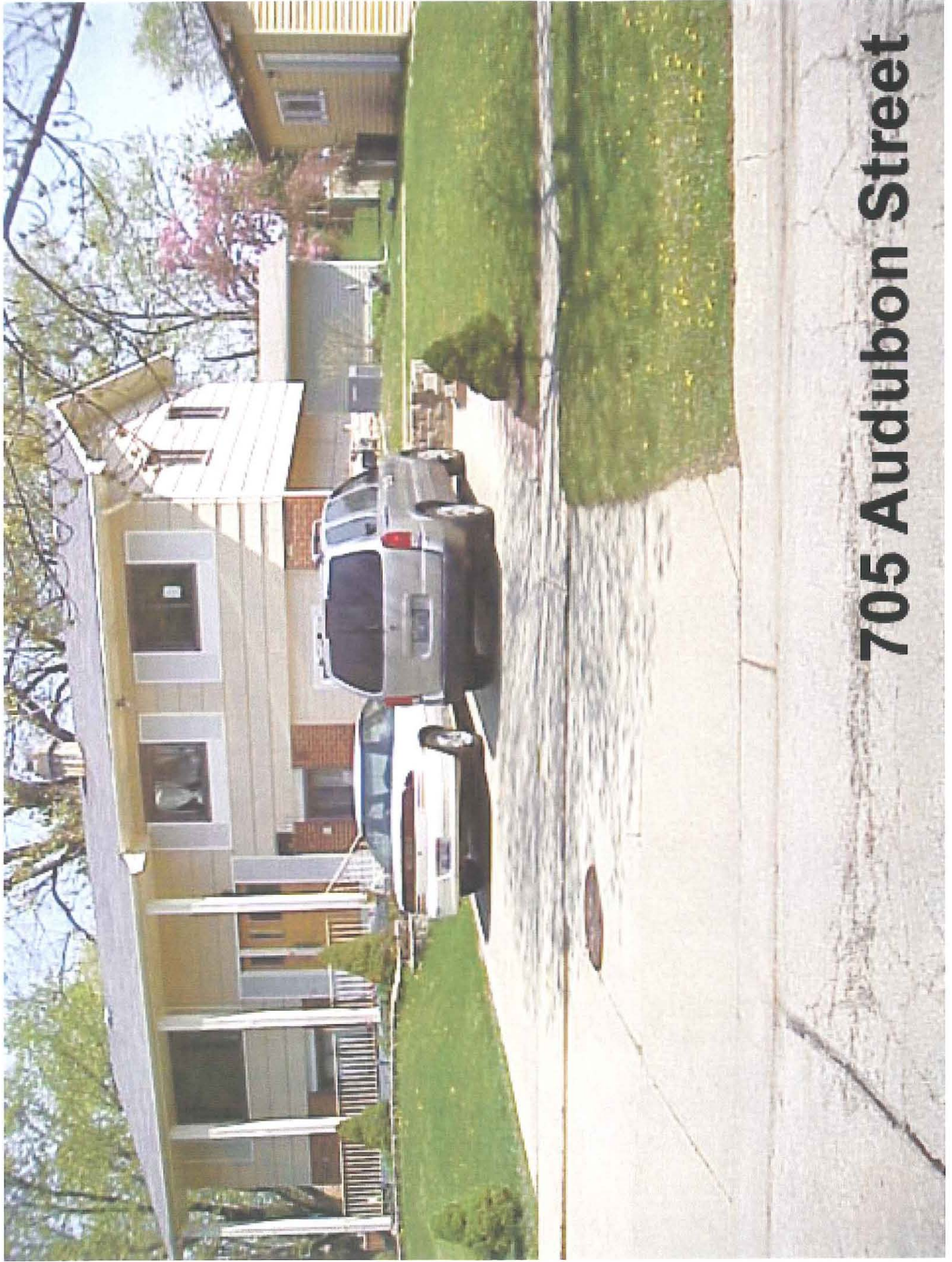
**660 Audubon Street**





**675 Audubon Street**





**705 Audubon Street**

**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF DEVELOPMENT SERVICES  
PLANNING DIVISION MONTHLY REPORT**

**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE  
MAY 2010**

(NOTE: Items in *italicized text* indicate projects with a high level of activity during the most recent monthly period.)

**PLAN COMMISSION**

**APRIL 21, 2010 - MEETING SUMMARY**

APPLICANT ADDRESS	REQUEST	RESULT
Prairie Stone (Sears Holdings Management Corporation)	Preliminary and final plat of resubdivision for Lot 1	Approved

**MAY 5, 2010 - MEETING SUMMARY**

APPLICANT ADDRESS	REQUEST	RESULT
Meeting canceled		

**Upcoming Meeting: May 19, 2010**

St. Alexius Medical Center, Preliminary and final site plan amendment for a temporary parking lot and a site plan amendment for an extension of time to permit an MRI trailer to remain on the property until December 2010

**Upcoming Meeting: June 2, 2010**

No petitioners scheduled yet

**Upcoming Petitioners and Related Activities**

*Beverly Properties, southwest corner of Beverly and Higgins Road - Site plan for apartments*  
*Woodfield Acura, Higgins & Gannon - Site plan amendment for building addition*  
*Americare Nursing School (former Sears helipad site) - Site plan for office building*  
*St. Alexius Medical Center Campus, 1555 North Barrington Road - Plat of resubdivision, temporary parking lot, permanent parking decks, and building addition*  
*Southeast corner of Hassell and Barrington - Site plan for gas station/retail buildings*  
*Shree Jalaram Mandir Expansion, 425 Illinois Boulevard - Site plan for parking and building expansion.*  
*Southeast corner Roselle & Golf Roads - Site plan improvements for division and reoccupancy of existing retail building*  
*Alliance Church, 665 Grand Canyon Parkway - Site plan for building and parking lot expansion*  
 Bright Hope, northwest Corner Hassell and Stonington - Site plan amendment for site improvements  
 Beacon Point Phase II - Annexation Agreement amendment and site plan for residential/commercial development  
 Maranatha Church, southwest corner of Berner and Shoe Factory Roads - Annexation and site plan for new church  
 Knanaya Catholic Church - West side of Rohrssen Road, south of Shoe Factory Road- Annexation & site plan for church  
 Prairie Stone Parcel 16 - Site plan for hotel and restaurant  
 Police Department - Rezoning, plat of consolidation  
 Prairie Pointe (Prairie Stone Parcel 23) - Site plan for gas station/retail building  
 High School District 211- Berner Road - Subdivision plats for single-family homes



**ZONING BOARD OF APPEALS**

**APRIL 20, 2010 - MEETING SUMMARY**

APPLICANT ADDRESS	REQUEST	RESULT
Meeting canceled		

**MAY 4, 2010 - MEETING SUMMARY**

APPLICANT ADDRESS	REQUEST	RESULT
Meeting canceled		

<p><b>Upcoming Meeting: May 18, 2010</b> Meeting canceled</p>
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<p><b>Upcoming Meeting: June 8, 2010</b> Advance Preschool, 2320 West Higgins Road - Special use amendment for preschool expansion</p>
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<p><b>Upcoming Petitioners:</b> Prairie Pointe (Prairie Stone Parcel 23) - Master Sign Plan Shree Jalaram Temple, 425 Illinois Boulevard – Special Use for church building and parking expansion T-Mobile &amp; Hoffman Estates Park District, 3600 Lexington – Special Use and Variation for cellular antenna tower St. Alexius Medical Center, Special Use for hospital building and parking expansion</p>
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**GENERAL ACTIVITIES**

**General Planning Efforts** Staff continues to meet with developers to discuss various sites that may be the subject of future development or redevelopment. Staff has also continued to stay in contact with recently approved projects that have not yet started construction to determine if any assistance can be provided to facilitate the projects moving forward. Staff continues to receive periodic calls from various residential developers to discuss available properties, including Devonshire Woods, Autumn Woods and Airdrie Estates. Based on the current market conditions, many developers are looking at options for potential future developments.

Planning staff has developed extensive display and handout materials for the ICSC and other economic development purposes. Staff is currently working on a comprehensive update to the economic development portion of the Village website. A substantial amount of this work should be completed prior to the ICSC. Planning staff has completed a comprehensive update of the restaurant portion of the Visit Hoffman website and will be helping to keep the site up to date. Other assistance will continue to be provided to economic development and tourism efforts to enhance these operations.

**Training** Paula Moore participated in a webinar on FOIA procedures and legal requirements.

**Poplar Creek at 59/90 Entertainment District** Staff continues to work with the Economic Development Director on marketing and branding for the Prairie Stone Entertainment District, including promoting the use of the 59/90 logo by businesses within the District. Coordination is being done with businesses, including Cabela’s and McShane, regarding signage needs and how they will fit with the Village efforts. The new Village Entertainment District sign began showing 59/90 ads in April. Staff is continues to work on locations and designs for Entertainment District signs at the three primary entrances to the District and talking to businesses who may be interested in funding/partnering on these signs. Options are currently being discussed for the Hoffman Boulevard & Route 59 intersection.

## **COMMUNITY DEVELOPMENT BLOCK GRANT**

*The Planning Division maintains up to date CDBG Program information, including access to copies of all past documents, public meeting notices, RFP notices, and current status information for ongoing CDBG activities on the Village's website at [www.hoffmanestates.org/cdbg](http://www.hoffmanestates.org/cdbg).*

**General** The Village received a letter from HUD stating that the Village's projected 2010 funding allocation will be \$327,334, an increase of approximately \$25,000 from last year's allocation. Staff is working to prepare the next Annual Action Plan using this figure and potential CDBG projects for the upcoming year are being discussed internally. The completed Action Plan draft will be submitted for public review and taken to the Planning, Building, and Zoning Committee in July 2010.

**Single-Family Housing Rehabilitation** North West Housing Partnership (NWHP), acting as the Village's subrecipient, is currently working with several homeowners on the loan and construction application process for various single family home rehabilitation projects. Three homes have been completed in Program Year 4 and several homes are proceeding through the application and construction process.

**Training** Ashley Monroe attended the Affirmatively Furthering Fair Housing forum at University of Illinois Chicago on April 28<sup>th</sup>. The program identified barriers and solutions for fair housing issues in this region. Ashley also attended a webinar on the American Housing Survey to understand the relationship between Census data and CDBG programs.

## **2010 CENSUS**

*The Planning Division maintains up to date census information, including information on the 2010 Census and links to current census data, on the Village's website at [www.hoffmanestates.org/census](http://www.hoffmanestates.org/census).*

The mail participation time period for the census has passed. The Village ended up with a 79% participation rate overall, which is higher than both the national (72%) and state (75%) participation rates.

From May 1 through July, census workers will be visiting homes of residents who did not return their forms. The Village assisted the census bureau by providing training space and meeting rooms for the necessary training prior to the door to door portion of the census.

For the door to door portion of the census, the census bureau provides the census taker with a binder containing all of the addresses that didn't send back a filled out census form. The census taker then visits all of those addresses and records the answers to the questions on the form. If no one answers at a particular residence, a census taker will visit a home up to three times and attempt to reach the household by phone three times. The census worker will leave a double-sided (English and Spanish) NOTICE of VISIT in the doorway that includes a phone number for the resident to schedule an appointment.

Staff will continue to work with the U. S. Census Bureau to promote the importance of Village residents participating in the 2010 U. S. Census. The Census data is used to determine the distribution of certain federal funds and affects the distribution of congressional seats.

## **ECONOMIC RECOVERY AND GRANTS**

*The Planning Division maintains up to date information, including a summary of current grant efforts and transparency reporting information, on the Village's website at [www.hoffmanestates.org/grants](http://www.hoffmanestates.org/grants).*

Village staff continues to seek out and investigate grant opportunities through a variety of sources.

Staff continues to work on several lighting projects to secure reimbursement incentives from DCEO. With the receipt of the State energy incentives, all planned lighting projects will be funded entirely by a combination of EECBG and DCEO funding.

The Village received a \$312,000 Assistance to Firefighters Grant from FEMA. The funding will provide for the purchase of 13 cardiac monitors/defibrillators to replace aging equipment.

Village received one of five Local Energy Assurance Planning (LEAP) Grants in the State of Illinois from the U.S. Department of Energy. The award totals \$98,556 and will be used to perform an energy needs analysis and create a plan for Village facilities in the case of an energy disruption. The program will provide funds for a technical consultant to perform the analysis and prepare the plan with some assistance from staff. The project includes a component to educate and reach out to local businesses about energy management and receipt and use of the grant funds for a planning project could open the door to future grant funding.

The Quarterly Grant Status Update reported that the Village will not be receiving a 2010 Recycling Grant award from the State. The municipal recycling container procurement process will resume as planned using EECBG funding.

ARRA Grant	Amount Received	Amount Expended	Project	Status
Community Development Block Grant – Recovery (CDBG-R)	\$81,078	\$81,078	Replace deteriorated sidewalks and accessible ramps in the CDBG-eligible neighborhood of Barrington Square.	Complete. Staff maintaining documentation and reporting materials.
Energy Efficiency and Conservation Block Grant (EECBG)	\$515,100	\$22,584	Fund eight initiatives for public facilities and residents.	Training for the residential energy audit program is nearly complete; equipment for energy audit purchased. Initial procurement stage for lighting projects underway. Some funds drawn for staff time.

Non- ARRA Grant	Amount Allocated/ Received	Amount Reimbursed	Project	Status
Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Efficiency Incentives	\$29,211.50 (as of 4/8/10)	\$0	Supplemental funding for multiple lighting projects funded by the Energy Efficiency and Conservation Block Grant (EECBG).	Several projects are underway; funds will be reimbursed upon project completion.
Firefighters Assistance Grant from FEMA	\$312,000	N/A	Purchase 13 Cardiac Monitors and Defibrillators.	Staff has been meeting to determine best equipment to purchase.

**Training**

On April 16<sup>th</sup>, Ashley Monroe participated in a Climate Communities conference call about designing and implementing an effective energy efficiency outreach campaign. On April 27<sup>th</sup>, Ashley and Traffic Engineer Nathan Roseberry attended a transportation grant webinar as part of a series on identifying opportunities and funding transit projects such as bike path construction.

**GREEN INITIATIVES**

The Planning Division maintains up to date information on current green programs under the Village’s Growing to Greenness initiative on the Village’s website at [www.hoffmanestates.org/green](http://www.hoffmanestates.org/green).

**Green Programs**

In March and April, the Village obtained a large load of rain barrels from the Metropolitan Water Reclamation District (MWRD). All 80 rain barrels have been picked up and accounted for. Planning staff managed the rain barrel program and continues to field calls about how to obtain a rain barrel from area programs.

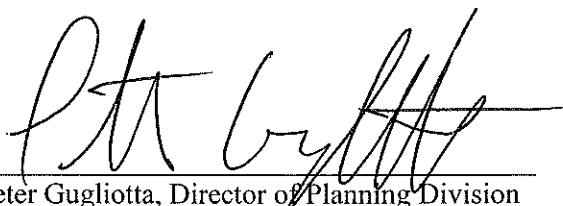
Staff continues to publicize green programs for residents and businesses using a variety of communication outlets. An article about Air Conditioning Cycling and Real-Time Pricing energy programs from ComEd was included in the May *Citizen*. This program knowledge was shared to increase participation, save residents money on their energy bills, and to increase the Village's chance of winning the Community Energy Challenge, which ends May 31, 2010.

Staff completed the major revision to the Village "*Growing to Greenness*" webpage. Pages now direct visitors to explore information about Village projects and programs in a variety of interests, such as Energy, Water, Air Quality, and Green Building. The pages also offer ways that residents and businesses can directly benefit from green programs provided by Hoffman Estates or local agencies. The enhanced pages should greatly improve the ease of finding relevant "green program" information.

The Village participates in the *Clean Air Counts* regional initiative, supported by the Metropolitan Mayor's Caucus, to support clean air and emissions reduction. In December, an application was submitted for a Clean Air Counts Community Recognition award. The awards have not yet been announced. Additional information about Clean Air Counts can be found on the Village's website.

### ***Training***

Ashley Monroe attended the 2010 regional Sustainable Governance Conference hosted by the City of Elgin. At the conference, she attended sessions on LEED and Conservation Design, and heard John Norquist, former Mayor of Milwaukee speak. Director of Code Enforcement, Don Plass, also attended the seminar and attended sessions about LEED and green building codes. Ashley Monroe represented the Village at two Earth Day events (Sears Holdings and Hoffman Estates Park District) to present Village programs and resources to residents and local employees. Ashley also attended the SWANCC meeting in Glenview.

A handwritten signature in black ink, appearing to read "Peter Gugliotta", written over a horizontal line.

Peter Gugliotta, Director of Planning Division



**CODE ENFORCEMENT**  
**MONTHLY REPORT**  
**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE**  
**MAY, 2010**

Attached is the monthly report for Code Enforcement for the period ending April 30, 2010

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Don Plass, Director of Code Enforcement

## **ACTIVITIES**

On April 1, 2010, Don Plass, Ray Norton, Tim Meyer, John Cumpek and Bill Chlebik attended a seminar at McHenry County College. The topic was "International Energy Conservation Code – Residential."

On April 6-7, 2010, David Banaszynski attended the Illinois Environmental Health Association's North Chapter Educational Conference held at Elgin Community College.

On April 14, 2010, Dave Banaszynski, Betty Melligan and Bill Chlebik attended the IACE quarterly meeting and seminar. The topic was "Modern Tactics and Strategy for Today's Code Enforcement Officers"

On April 11, 2010, Betty Melligan completed the certification for the National Incident Management System (NIMS) IS-700 course.

On April 13, 2010, David Banaszynski, and Betty Melligan attended the Lead Awareness Program in Cicero.

On April 13, 2010, Betty Melligan completed the certification for the National Incident Management System (NIMS) IS-701 course.

On April 17, 2010, Don Plass, Jeff Mattes, Betty Melligan, Ray Norton and Sue Wenderski attended the Building Safety Open House.

On April 21 – 23, 2010, Betty Melligan, and David Banaszynski attended the New Sanitarian Training and Orientation for Potable Water, Private Sewage Disposal and Food Safety at the Hilton Suites in Oakbrook Terrace.

On April 22, 2010, Jeff Mattes, Ray Norton and Sue Wenderski attended a seminar at McHenry County College. The topic was "Mechanic's Liens."

On April 23, 2010, Don Plass attended the Illinois Energy Symposium at the Elgin City Center. The topic was "LEED and the new Illinois State Energy Code for Residential Construction."

On April 26, 2010, David Banaszynski attended the Northwest Municipal Conference Health Director's Meeting.



**EMERGENCY CALL OUTS**

No call outs.

**DEMOLITION PERMITS**

435 E. Bluebonnet Ln., - demolition of house

**CONSTRUCTION INSPECTIONS**

Inspections performed:

• Structural	104	• Mechanical	35
• Electrical	41	• Other	185
• Plumbing	36		

**CITATIONS**

Delgado Construction/Elgin  
1270 Kingsdale  
Substandard workmanship – driveway and porch

Monica Grudek  
1320 Rock Cove  
Working without a permit – siding

Frank Posch  
1765 Glen Lake  
Obstruction of the right of way

Paul Kowalczyk  
1305 Nottingham  
Improper storage

Restoration One/LaGrange  
2145 Greystone  
Working without a permit – fire restoration

Raymond Brooks  
720 Woodlawn  
Vacant property in disrepair

CODE ENFORCEMENT MONTHLY REPORT

MAY, 2010

PAGE 4

Matt Makula

220 Flagstaff

Improper storage, inoperable/unlicensed vehicle on driveway and parking on unapproved surface (2)

Bernard Ogurek

1160 Silver Pine

Parking on unapproved surface

Scott Gherardini

1194 W. Sturbridge

Improper storage, motorized construction equipment on driveway, roof in disrepair and obstruction of the right of way

Cynthia Maheras

750 Maywood

Tall grass/weeds and improper storage

Nien-Ying Wu

605 Maywood

Exterior sanitation

Nadezda Putro

260 Mohave

Failure to maintain garage door

Rafael Gonzalez

285 Mohave

Failure to maintain accessory structure

Rafael Gonzalez

285 Mohave

Failure to maintain garage roof

Rafael Gonzalez

285 Mohave

Failure to maintain garage door

Jeremy Dempster  
4245 Eisenhower Cir.  
Basketball hoop in right of way

Anu Grewal  
305 Hillcrest  
Grass/weeds over 10 inches

Anil Gabriel (owner)  
305 Hillcrest  
Grass/weeds over 10 inches

Michael Pawulsky  
1640 Kent  
Grass/weeds over 10 inches

Bill Nicolaou  
995 Apple  
Grass/weeds over 10 inches

**RESIDENTIAL INSPECTION REPORT**

The inspections are starting for all single family residences north of I 90.

**MULTI-FAMILY LICENSING REPORT**

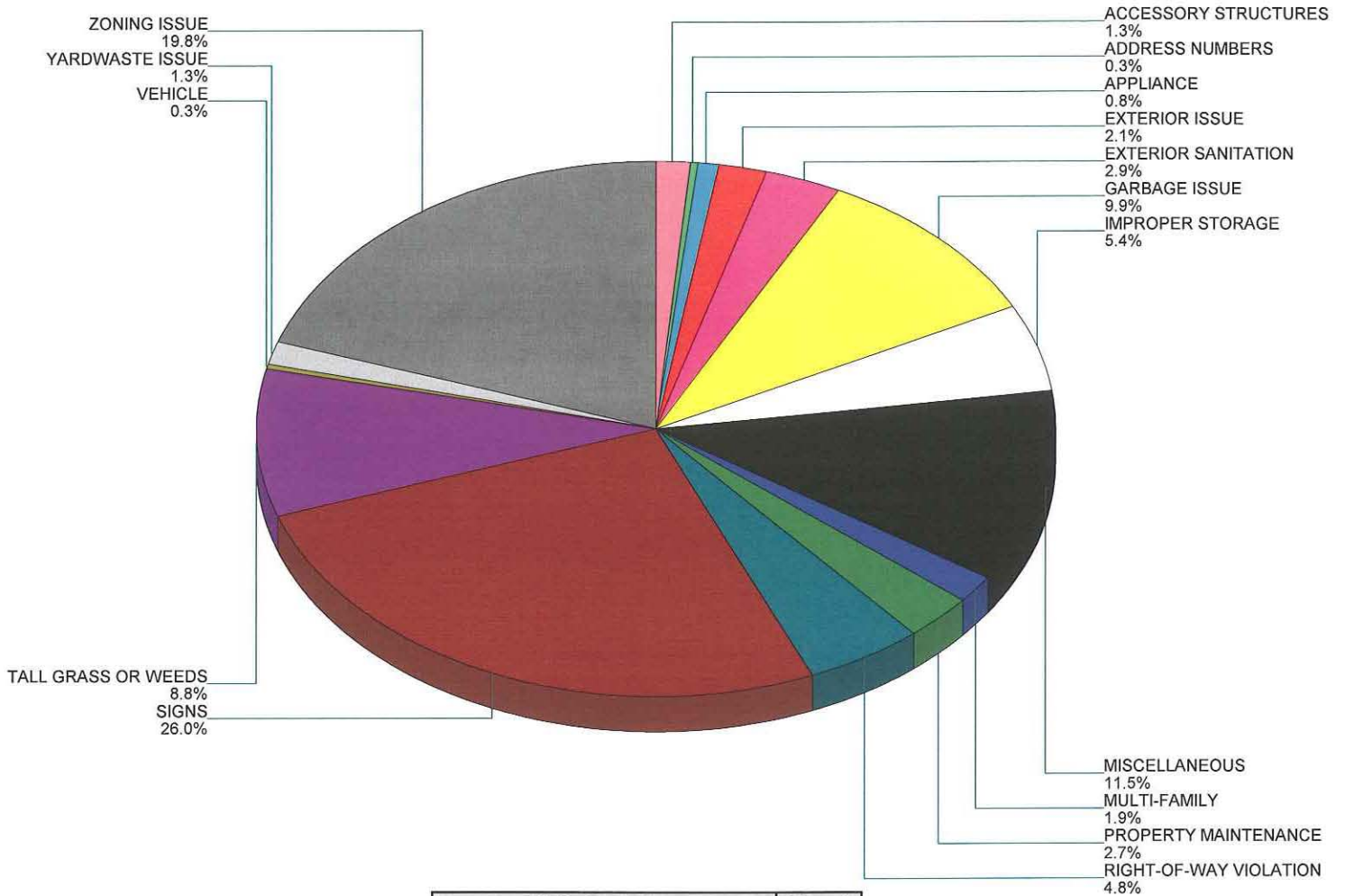
Multi-Family exterior inspections will start the week of June 1, 2010.

### ENVIRONMENTAL HEALTH INSPECTION REPORT

The following table presents a breakdown of the different types of inspections the Health Officer performs. Inspections are performed mainly at food establishments; however the Health Officer also inspects day care centers, public pools, beauty salons etc. These inspections can be routine, license or complaint driven. Food establishments are divided into the risk categories of high, moderate or low/minimal risk. 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. Banquet facilities, nursing homes, and large operations such as Sears Holdings cafeteria are defined as high risk and are inspected more frequently than other risk categories. Fast food, grocery stores and day care facilities present a moderate risk to the public while the low risk category is reserved for convenience stores, coffee houses and similar facilities. There are over 250 establishments that require inspections each year.

ACTIVITY	THIS MONTH	YEAR TO DATE
High Risk	0	84
Moderate Risk	29	62
Low Risk	3	15
Swimming Pools	0	1
Other Inspections	4	39
<b>Totals:</b>	<b>36</b>	<b>201</b>

## Monthly Code Violation Summary Report 4/1/2010 - 4/30/2010



Violation Type	Total
ACCESSORY STRUCTURES	5
ADDRESS NUMBERS	1
APPLIANCE	3
EXTERIOR ISSUE	8
EXTERIOR SANITATION	11
GARBAGE ISSUE	37
IMPROPER STORAGE	20
MISCELLANEOUS	43
MULTI-FAMILY	7
PROPERTY MAINTENANCE	10
RIGHT-OF-WAY VIOLATION	18
SIGNS	97
TALL GRASS OR WEEDS	33
VEHICLE	1
YARDWASTE ISSUE	5
ZONING ISSUE	74
<b>TOTAL</b>	<b>373</b>

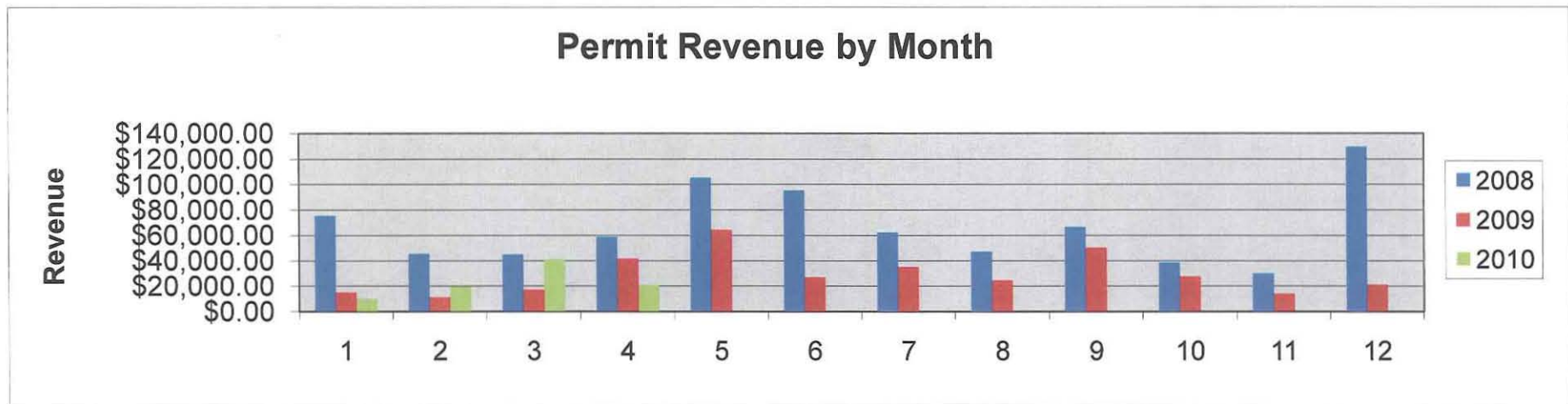
**PERMIT REPORT**

DESCRIPTION	2009 YEAR-TO-DATE # OF PERMITS (not including current month)	2009 APRIL # OF PERMITS	2009 TOTAL YEAR-TO-DATE # OF PERMITS	2010 YEAR-TO-DATE # OF PERMITS (not including current month)	2010 APRIL # OF PERMITS	2010 TOTAL YEAR-TO-DATE # OF PERMITS
Business Remodeling	19	7	26	20	3	23
Demolition	1	0	1	0	1	1
Driveways	4	18	22	4	30	34
Electrical	30	15	45	17	9	26
Fences	7	30	37	15	27	42
Mechanical	29	8	37	18	9	27
Miscellaneous Permits	11	19	30	12	15	27
Multi-Family Remodeling	1	0	1	2	0	2
New Business	0	1	1	0	0	0
Plumbing	49	21	70	46	14	60
Pools - Above Ground	0	1	1	0	3	3
Pools - In-Ground	0	0	0	0	1	1
Residential Decks	2	6	8	2	2	4
Residential Patios	1	22	23	5	14	19
Residential Garages	1	0	1	0	0	0
Residential Remodeling	13	10	23	23	5	28
Residential Sheds	1	8	9	7	4	11
Roofs/Siding	55	61	116	38	135	173
Signs	35	7	42	25	9	34
Single Family Residences	2	2	4	3	1	4
Town Homes/Duplexes	0	0	0	0	0	0
<b>TOTALS</b>	261	236	497	237	282	519

### Permit Revenue Comparison

Year	2008	2009	2010
Jan.	\$75,235.48	\$14,988.31	\$9,880.67
Feb	\$45,474.16	\$11,279.07	\$19,712.60
Mar	\$44,994.58	\$17,251.32	\$41,163.02
Apr	\$58,869.25	\$41,817.20	\$20,664.39
May	\$105,165.22	\$64,316.18	
Jun	\$95,125.07	\$26,933.37	
Jul	\$62,087.77	\$34,829.98	
Aug	\$46,856.30	\$24,545.20	
Sep	\$66,306.76	\$50,185.27	
Oct	\$38,290.37	\$27,638.81	
Nov	\$29,903.48	\$14,108.80	
Dec	\$129,259.48	\$21,103.98	
Revenue	\$797,567.92	\$348,997.49	\$91,420.68
Elevator Invoices	-\$27,610.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$769,957.92</b>	<b>\$348,997.49</b>	<b>\$91,420.68</b>

<b>2010 Budget</b>	<b>\$400,000.00</b>
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**Total Revenue** includes building permits, fire permits and Temporary Certificates of Occupancy.  
 As of 2009, elevator invoices no longer included in Total Revenue.

**ECONOMIC DEVELOPMENT/TOURISM MONTHLY REPORT  
MAY 2010**

**OFFICE**

- ◆ Meeting with new JCL Bioassay president and construction contractor to welcome them into our community and review some landscape issues with Planning staff.
- ◆ Several unsuccessful attempts to set up a retention visit with a company relocating outside of Hoffman Estates.
- ◆ Referral of a potential office tenant to Hamilton Partners (Greenspoint).
- ◆ Made several phone calls to a Cook County official who is in charge of the 7B tax incentive program which have not been returned to explore a program for the Hoffman Village and Plunkett properties.

**INDUSTRIAL**

- ◆ Two Golden Corridor meetings with a subcommittee to discuss methods to enhance industrial and manufacturing training with Elgin and Harper Community Colleges. BIG Kaiser and DMG Mori Seiki were participants at an April 6, meeting.
- ◆ Coordination and organization of an April 29, meeting of the VIP component of the Golden Corridor industrial group. Ideas were discussed at Amada America regarding development of a campaign and strategy to recruit today's youth into the manufacturing field. The perception is that many manufacturing jobs have gone to China, but in fact, more manufacturing jobs will be created due to retirements than jobs going overseas.

The objective will be to encourage high school and even middle school students, parents, and school career advisers to seriously investigate the toolmaking and manufacturing fields. This topic has been strongly endorsed by the companies.

Staff will work with the chief learning officer at DMG Mori Seiki to develop a strategy to communicate a "path" for high school students and retraining adults to get into the field. Another subcommittee will work with high school advisers for company sponsored field trips to the International Toolmaker Show (ITMS) at McCormick Place in September.

- ◆ Contract with high school counselors to coordinate fall field trips for Hoffman High, Conant, and Schaumburg High Schools.
- ◆ Periodic contact with an attorney from Masuda Funai, who represents a Japanese company exploring a corporate facility in Hoffman Estates. This item will be presented at a future Planning, Building and Zoning Committee for a 6B tax incentive program for the company (NSK America Corporation). The 6B will be contingent upon the company finalizing a land purchase in the Village. DMG Mori Seiki and BIG Kaiser have previously been supported by the Village for Cook County's tax program.



**RETAIL**

- ◆ Numerous phone calls to set up appointments at May ICSC trade show in Las Vegas. Many brokers and developers are either not attending or reducing their scheduled time at the trade show. Staff calls have had moderate interest in scheduling appointments but approximately 20 appointments have been scheduled to date.
- ◆ Finalizing display materials for the May ICSC trade show with Planning Division staff, outside vendors, brokers, and developers. Planning Division staff has helped save significant budget expenditures on the ICSC trade show.
- ◆ Assistance with the April Tartan Day Parade organized by the Tourism and Business Retention Coordinator.
- ◆ Working with members of the Hoffman Estates Chamber of Commerce Business Expo Committee to schedule an expo event for August 28, at the Poplar Creek Crossing Shopping Center.
- ◆ Coordination and meeting with McShane Construction and design consultants to develop a gateway sign to help brand Poplar Creek at 59/90.
- ◆ Communication with Cabela's digital sign coordinator in placing branding and informational ads on the digital billboard.
- ◆ Periodic meetings with Village internal marketing staff to coordinate and plan marketing messages and strategy for Poplar Creek at 59/90, the tourism website, and other Village media.
- ◆ Coordination with Northwest Quarterly magazine on a story about the emergence of Poplar Creek at 59/90 and what the Entertainment District has to offer. The magazine will be distributed in doctors' offices, direct mailed, and other methods of distribution in McHenry, Kane, West Lake, and northwest Cook counties.

**TOURISM****Taste of Hoffman Estates:**

Visited 20 of the participating restaurants to ensure they have the "Taste of Hoffman Estates" decal posted and that are knowledgeable about the program. Also will follow-up with a letter to each restaurant and another decal for their use. Based on site visits, many of the front line staff are not knowledgeable about the program. The letter will also seek permission to replicate the program on the Tourism website so visitors can download a card for their use. Restaurants visited reported seeing the card and new faces since the program began. The only complaint received was Apple Villa staff thought it was a "use once per customer" program and had previously declined the card when repeat guests came in. The Apple Villa owner stated he will ensure staff understands the program fully. Additional cards/letters have been placed at the Village Clerk and front counter areas for residents' convenience in securing additional cards.

**Tartan Day Parade**

The sun was shining and there was more viewing audience than expected considering the move to Prairie Stone Business Park. We mailed certificates of appreciation, along with pictures of sponsored groups, to all that gave corporate sponsorship to bring a unit/band. We also issued certificates for all parade award winners, along with pictures of their entry into the parade, and thank yous to parade participants. Volunteers will meet to view parade and solicit feedback for improvements to next year's parade. Each person that volunteered will receive a thank you certificate. The performances and music for Celebration of Nations/Unity Day held at the Sears Centre Arena concourse was also a success. The Tartan Day Commission met on May 4, to recap the parade and fest and discuss next year's event.

**Hoffman Estates Hotel Manager's Meeting**

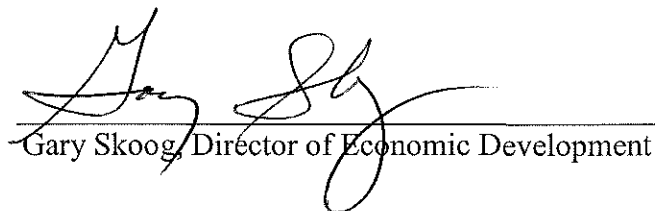
At the request of the Police Chief, we held a meeting with hotel managers to report on recent incidents. We provided valuable assistance and information to the hotel managers and advised them to call 9-1-1 related to any suspicious activity.

**Hoffman Estates Chamber of Commerce**

- ◆ The Business Under the Big Top event will be held on August 28, at the Poplar Creek Crossing Shopping Center.
- ◆ We are working on a new event for the Chamber to recognize excellence in several categories and allow the Chamber to distinguish those members that are very involved etc. This new event would combine the traditional annual volunteers luncheon with the awards for excellence.

**Fitness for America**

This is the third year we are working with all community events on the Fitness for America Festival. This event started as one day/one event in 2008 and grew to three days with 20 different events at every skill level in year two. Again this year the event will be held at the AT&T campus on July 23, 24, and 25). Alexian Brothers Network is pledging \$10,000 to become signature sponsors and we have a verbal commitment from McShane Construction for additional sponsorship. McShane requested to become sponsors of an event taking place during Fitness for America and are suggesting they sponsor the Hoffman Estates Bike Commission as they will host/sponsor the first annual "all community bike ride" in cooperation with Fitness for America. We will meet with McShane to plan the event with the assistance of the Transportation Division.



Gary Skoog, Director of Economic Development