

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
February 14, 2011

Immediately Following the Transportation & Road Improvement Committee

Members:	Gary Pilafas, Chairperson	Karen Mills, Trustee
	Gary Stanton, Vice Chairperson	Jacquelyn Green, Trustee
	Ray Kincaid, Trustee	Anna Newell, Trustee
		William McLeod, Mayor

I. Roll Call

II. Approval of Minutes - January 17, 2011

NEW BUSINESS

1. Request by and BVP-II Park Place, L.L.C. d/b/a Berkshires at Hoffman Estates Apartments for extension of a land use agreement for signs.
2. Request acceptance of Department of Development Services monthly report for Planning Division.
3. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
4. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

III. President's Report

IV. Other

V. Items in Review

1. Request approval of amendments to the Municipal Code to combine the functions of the Plan Commission and Zoning Board of Appeals. (March)
2. Discussion regarding approval procedures and policy for cellular antenna requests. (April)

VI. Adjournment

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

January 17, 2011

I. Roll Call

Members in Attendance:

**Gary Stanton, Vice-Chairperson
Trustee Ray Kincaid**

**Other Corporate Authorities
in Attendance:**

**Trustee Karen Mills
Trustee Jacquelyn Green
Trustee Anna Newell
Village President William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Peter Gugliotta, Director of Planning
Gary Skoog, Director of Economic Development
Mike Hankey, Dir. of Trans. & Engineering
Patrick Seger, Human Resource Mgmt. Dir.
Mike Hish, Acting Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Acting Director of Public Works
Michael DuCharme, Finance Director
Bruce Anderson, Cable TV Coordinator
Doug Schultz, Community Relations Coord.
Bev Romanoff, Village Clerk
Sarah Kuechler, Administrative Intern
Dave Christensen, Emergency Mgt. Coord.**

Others in Attendance

Reporter from *Daily Herald*

The Planning, Building & Zoning Committee meeting was called to order at 7:37 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Green, to approve the Planning, Building & Zoning Committee meeting minutes of December 13, 2010. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request by Yavitski, LLC, d.b.a. Saddle Room Restaurant for extension of a special use and zoning variations at the southeast corner of Pratum Avenue and Prairie Stone Parkway.**

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

Trustee Kincaid asked if it would be possible to extend the special use and zoning variations for another six months instead of a year. Mr. Parker Grabowski from the Saddle Room Restaurant explained the history of working with his bank and why he preferred to have a yearlong extension. Trustee Kincaid asked why the expiration of the previous variations did not incentivize the bank to move forward more quickly and Mr. Grabowski explained that the bank was not allowed to enter into any new deals until after the first of the year.

Trustee Mills asked staff if the shorter six month extension would require the Saddle Room Restaurant to pull permits and Mr. Norris confirmed that it would.

Trustee Mills and Mr. Grabowski discussed that there wouldn't be any impact with the off-track betting portion of the restaurant concept.

Mr. Norris explained that the current property owner could be negatively impacted by a shorter six month extension if the deal fell through.

Mr. Grabowski explained that he has already had discussions with the contractors to start moving forward with developing the property.

Mr. Gugliotta explained to the Board why expirations are used.

Mr. Grabowski explained that his other businesses are doing very well, which is why the bank is willing to work with him.

Motion by Trustee Green, seconded by Mayor McLeod, to approve an extension of a special use and zoning variations at the southeast corner of Pratum Avenue and Prairie Stone Parkway. Voice vote taken. All ayes. Motion carried.

- 2. Request by Midwest Companies for an extension of a special use for material recycling facility at 1100 Brandt Drive.**

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

Trustee Kincaid asked why the extension would be for five years and Mr. Norris explained that it is the standard for special use.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve a request by Midwest Companies for an extension of a special use for material recycling facility at 1100 Brandt Drive. Voice vote taken. All ayes. Motion carried.

3. Request by New Haven Development, Inc. (owner) and Illinois Distressed Property Solutions for a site plan amendment to split the current obligations for O'Malley Farm subdivision evenly between Lot 2 and Lot 3.

An item summary from Josh Edwards and Peter Gugliotta was presented to the Committee.

Mayor McLeod explained his concerns about subdividing the lot. Mr. Jeff Wolfe with Illinois Distressed Property Solutions and also at 960 Freeman Road explained why his organization was interested in subdividing the lot.

Mr. Norris explained some of the property owner's concerns about selling a single lot.

Trustee Green inquired if there was a prospective buyer for the farmhouse and Mr. Wolfe explained that if his organization were to resolve some of the issues with the Village, that they would likely be able to find a prospective buyer more quickly. Trustee Green and Mr. Wolfe discussed the liens and code violations.

Trustee Mills discussed the history of the farmhouse and her opinions about restoring the farmhouse. Trustee Mills also explained that she was not in favor of removing permit deadlines on the lot with the farmhouse.

Trustee Kincaid, Trustee Stanton and Mr. Wolfe discussed the feasibility of putting a garage behind the farmhouse. Trustee Kincaid and Mr. Wolfe discussed the pricing and value of the property.

Mayor McLeod asked for clarification that the farmhouse was required to remain on the lot and could not be demolished at a later date. Mr. Wolfe confirmed that the obligations would be a part of any future purchase of the lot.

Mayor McLeod, Trustee Green, Trustee Stanton, and Mr. Norris discussed adding a condition that explicitly stated that the farmhouse had to remain on the property.

Motion by Trustee Mills, seconded by Trustee Green, to approve a request by New Haven Development, Inc. (owner) and Illinois Distressed Property Solutions for a site plan amendment to split the current obligations for O'Malley Farm subdivision evenly between Lot 2 and Lot 3 with revised conditions. Voice vote taken. All ayes. Motion carried.

4. Request approval for changes to Monday night hours at the Village Hall front counter.

An item summary from Mark Koplin, Michael DuCharme and Clerk Bev Romanoff was presented to the Committee.

Mr. Norris clarified that Monday night hours would be eliminated, but that Saturday morning hours would be retained.

Motion by Mayor McLeod, seconded by Trustee Mills, to approve changes to Monday night hours at the Village Hall front counter. All ayes. Motion carried.

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

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

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

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

The Department of Development Services monthly report for Code Enforcement Division was submitted to the committee.

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

7. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

The Department of Development Services monthly report for Economic Development and Tourism was submitted to the committee.

Motion by Trustee Green, seconded by Trustee Mills, 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

V. Items in Review

1. Request approval of amendments to the Municipal Code to combine the functions of the Plan Commission and Zoning Board of Appeals. (March)
2. Discussion regarding approval procedures and policy for cellular antenna requests.

VI. Adjournment

Motion by Trustee Mills, seconded by Trustee Newell, to adjourn the meeting at 8:00 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations
Office of the Mayor & the Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

NB1

SUBJECT: Request by BVP-II Park Place, L.L.C. d/b/a Berkshires at Hoffman Estates Apartments for extension of a land use agreement for signs

MEETING DATE: February 14, 2011

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta ^{PG} Ashley Monroe ^{AM}

REQUEST: Request by and BVP-II Park Place, L.L.C. d/b/a Berkshires at Hoffman Estates Apartments for extension of a land use agreement for signs.

BACKGROUND: The subject property at Boardwalk Boulevard and Barrington Road has operated as an apartment complex since 1986. The complex was known as Park Place Apartments until Berkshires property management changed the name and refaced property identification signs in 2008. There are three public street entrances to the complex, with one at Barrington Road at Boardwalk Boulevard, one at Bode Road at Pacific Avenue, and one at Bode Road and Atlantic Avenue. Each entrance contains a permanent ground identification sign on the apartment property.

An illuminated identification sign is also located in the public right of way median on Boardwalk Boulevard perpendicular to Barrington Road. The identification sign located in the median has been in place since approximately 1992 when an informal agreement was granted. In 2001, the Village Board and the apartment complex owner entered into a formal land use agreement which permitted the apartment identification sign to remain in the median until December 31, 2010. The agreement also permitted the Village to install a "Welcome to Hoffman Estates" sign on the apartment property along Barrington Road.

Previous zoning variation approvals permitted one ground sign at each property entrance, for a maximum total of three signs. In 2009, the Village approved Ordinance 4092-2009 which permitted a fourth sign to be added to the property, based on the condition that the median sign in the public right of way be removed when the land use agreement expired in December 2010. With the removal of the median sign, Ordinance 1810-1987, permitting a total of three signs on the property, was to remain in effect.

DISCUSSION:

The Berkshires Apartment complex has requested to extend the land use agreement to keep the illuminated sign in the Village median as long as possible. Photos of the signs along Barrington Road are attached for review. In the attached letter, the owner has described a need for a second sign at the Barrington Road and Boardwalk Boulevard entrance due to a heavy reliance on drive-by traffic to lease units and the need for greater visibility since the main office and apartment units are set far back from Barrington Road. The owner is amenable to make any necessary changes to the median sign if required by the Village at the time the adjacent land to the north is redeveloped in the future.

If the Village Board agrees to extend the sign located in the median, then the owner will also have to seek approval of an amendment to the zoning variation ordinance to retain four identification signs for the apartment complex for an additional time period.

Staff has recommended that the agreement be valid for five years from date of approval. Staff has also recommended that the agreement give the Village the right to require removal of the median sign in the event the vacant land along the north side of Boardwalk Boulevard is approved for development. These clauses and other standard language are included in the attached agreement.

The attached agreement is subject to final review by Corporation Counsel.

RECOMMENDATION:

Approval of a request by and BVP- II Park Place, L.L.C. d/b/a Berkshires at Hoffman Estates Apartments for extension of a land use agreement for signs.

Attachments

cc: Jerry Gawlik (Berkshires LLC)



BERKSHIRE PROPERTY ADVISORS, LLC

11/8/10

Mr. Peter Gugliotta
Director of Planning Services
Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL 60169-6308

RE: **Berkshires at Hoffman Estates – 875 Pacific Ave.
Land use agreement and sign compliance**

Dear Mr. Gugliotta;

In March, 2009 the village board granted a variance to permit a 4th identification sign along Barrington Rd. We respectfully request an extension to that variance based on the following factors:

- Over 35% of our leasing traffic is attributable to drive by due mainly to recognition of our signage. Barrington Rd. is the main corridor and a fast pace busy intersection, our office/leasing center as well as the majority of buildings in our community are well set back from Barrington Rd. and not easily recognizable especially at night; the main building is at least 600 feet from Barrington Rd, this additional signage enhances our appeal and helps increase our leasing traffic.
- In spite of tough economic times we are continuing with our interior renovations to upgrade our property value and help improve the quality of living for our residents. To date we are committed to spending \$1 million dollars a year for at least the next 3 years, a total of \$3 million dollars in interior renovation alone, the total interior project when completed is budgeted for \$6 million dollars. This does not even take into account any capital improvements made to the exterior of the buildings. Keeping this additional signage will help maintain the volume of traffic and ultimately the leasing velocity needed to sustain the renovation project.
- Since there is no traffic signal or street light at this entrance the additional sign helps our residents and future prospects with ingress into the community particularly from the north and especially during the night time when visibility is lessened

There has been an identification sign at this location since 1992 which we upgraded appearance only, not size, in 2008. We realize that the land adjacent to the north is vacant and for sale and at some point in the future when sold may warrant an altering of the intersection and signage requirements. We would be willing to make any necessary changes as the village or purchaser of the land deems suitable.

Thank you for your consideration and cooperation, we will wait to hear your decision or direction.

Sincerely,

Jerry Gawlik
District Manager
Berkshire Property Advisors, L.L.C.

Cc: Michael Greene, General Manager, Berkshires at Hoffman Estates
Ashley Monroe, Planner, Dept. of Development Services

780 W. ARMY TRAIL ROAD, #260
CAROL STREAM, IL 60188
TELEPHONE: (630) 213-0594
FAX: (630) 213-0647
WWW.BERKSHIREAPARTMENTS.COM

Berkshires Apartments 875 Pacific Avenue



1 inch = 250 feet

Village of Hoffman Estates
February 2011

From viewpoint of vehicles traveling north on Barrington Road



From viewpoint of vehicles traveling south on Barrington Road



AGREEMENT FOR USE OF PROPERTY

This Agreement made and extended this _____ day of _____, _____, by the Village of Hoffman Estates (hereinafter called the "Village") and BVP- II Park Place, L.L.C. d/b/a Berkshires At Hoffman Estates Apartments (hereinafter called "Berkshires").

Section 1: Permission to Use Property

The Village shall permit the public right of way known as Boardwalk Boulevard ("Public Property") to be used by Berkshires for the placement of an identification sign until the date of five (5) years from the date of this agreement, and Berkshires shall permit its property ("Private Property") to the south of Boardwalk Boulevard and east of the State of Illinois Barrington Road right of way to be used by the Village for the placement of a welcome sign until the date of five (5) years from the date of this agreement.

Section 2: Compensation

Berkshires shall pay the Village the sum of One Dollar (\$1.00) for use of such Public Property and the Village shall pay Berkshires the sum of One Dollar (\$1.00) for use of such Private Property.

Section 3: Conditions

- a. Each party agrees to maintain the respective signs to an acceptable condition under Village Code, and Berkshires agrees to maintain the lighting of its sign and to pay for the cost of electricity to do so.
- b. This agreement shall be subject to Berkshires applying for and receiving approval of an amendment to the sign variations granted under Village Ordinance 4092-2009 which permitted four identification signs on the property.

Section 4: Hold Harmless

Each party shall hold harmless and indemnify each other from any claim, loss, damage, expense, or liability arising directly or indirectly out of its use of its sign on the other party's property.

Section 5: Duration - Termination

This Agreement shall remain in full force and effect until five (5) years from the date of this agreement and may be terminated by notice to Berkshires by the Village or notice by Berkshires to the Village and such termination shall be effective thirty (30) days after notice.

By: _____
Village President
Village of Hoffman Estates

By: _____
President
Berkshires Apartments

Date: _____

Date: _____

ATTEST: _____
Village Clerk

ATTEST: _____
Secretary

Date: _____

Date: _____

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

**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE
FEBRUARY 2011**

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

PLAN COMMISSION

JANUARY 19, 2011 - MEETING SUMMARY

APPLICANT ADDRESS	REQUEST	RESULT
Autumn Woods, Golf Road east of Berner Road	Plat of resubdivision	Approved
St. Alexius Medical Center, 1555 North Barrington Road	Preliminary and final site plan for east parking deck and modification to the ER drop-off area	<i>Cont'd to 2/2/11</i>
Alexian Brothers Behavioral Health Hospital, 1650 Moon Lake Boulevard	Site plan amendment to construct and add additional off-site parking	<i>Cont'd to 2/2/11</i>

FEBRUARY 2, 2011 - MEETING CANCELED DUE TO SNOWSTORM

APPLICANT ADDRESS	REQUEST	RESULT
St. Alexius Medical Center, 1555 North Barrington Road	Preliminary and final site plan for east parking deck and modification to the ER drop-off area (<i>cont'd from 1/19/11</i>)	
Alexian Brothers Behavioral Health Hospital, 1650 Moon Lake Boulevard	Site plan amendment to construct and add additional off-site parking (<i>cont'd from 1/19/11</i>)	

FEBRUARY 9, 2011 - SPECIAL MEETING SUMMARY

APPLICANT ADDRESS	REQUEST	RESULT
St. Alexius Medical Center, 1555 North Barrington Road	Preliminary and final site plan for east parking deck and modification to the ER drop-off area (<i>cont'd from 1/19/11</i>)	Approved
Alexian Brothers Behavioral Health Hospital, 1650 Moon Lake Boulevard	Site plan amendment to construct and add additional off-site parking (<i>cont'd from 1/19/11</i>)	Approved

Upcoming Meeting: February 16, 2011

No petitioners scheduled yet

Upcoming Meeting: March 2, 2011

No petitioners scheduled yet

PLAN COMMISSION (Continued)

Upcoming Petitioners and Related Activities

Hoffman Village, Golf/Barrington Roads - Site plan amendment for facade renovation
Jiffy Lube, 1 W. Higgins Road - Site plan amendment for facade renovation
St. Alexius Medical Center Campus, 1555 North Barrington Road - Plat of resubdivision and building addition
Alliance Church, 665 Grand Canyon Parkway - Site plan for building and parking lot expansion
Beverly Properties, southwest corner of Beverly and Higgins Road - Site plan for apartments
Marathon, 1300 Higgins Road - Site plan amendment for site improvements
Hoffman Village - Site plan amendment for facade renovation
Strawberry Hill Shopping Plaza - Site plan amendment for facade/landscaping renovation
Motor Werks/Mercedes Benz - Site modifications for carwash area
Barrington Square Town Center - Site plan modifications
5400 Prairie Stone Parkway - Site modifications as part of tenant build-out
Valli Produce, Roselle Road - Site plan amendment for emergency generator
Funeral Home, northwest corner of Hassell and Pembroke - Site plan for new building
Americare, 5210 Trillium Blvd, Plat of Easement for utilities

Inactive:

Former Shell Gas Station, 2599 W. Higgins - Site plan for redevelopment
 Former Fire Station 24 - Site plan for re-occupancy and future expansion
 Beacon Point Phase II - Annexation Agreement amendment and site plan for residential/commercial development
 Prairie Stone Parcel 16 - Site plan for hotel and restaurant
 Police Department - Rezoning, plat of consolidation

ZONING BOARD OF APPEALS

JANUARY 18, 2011 - MEETING SUMMARY

APPLICANT ADDRESS	REQUEST	RESULT
Meeting canceled		

FEBRUARY 8, 2011 - MEETING SUMMARY

APPLICANT ADDRESS	REQUEST	RESULT
Meeting canceled		

Upcoming Meeting: February 22, 2011

Subway & Rose Plaza Shopping Center, 1405-1425 Palatine Road – Master Sign Plan/Sign Variation
 Barrington Square Town Center, 2300 - 2360 W. Higgins Road – Master Sign Plan Amendment

Upcoming Meeting: March 8, 2011

No petitioners currently scheduled

Upcoming Petitioners:

Yorkshire Woods HOA – Sign variations for Illumination of Subdivision ID Signs
 Pratum Partners, LLC - Master sign plan amendment for wall signs at Prairie Stone Corp. Center
 Hoffman Village Shopping Center – Master sign plan
 AT&T, 1800 Huntington – Special use and variation for cellular antennas
 T-Mobile & HE Park District, Cannon Crossing, 1675 Nicholson - Special use and variation for cellular antenna tower
 T-Mobile & HE Park District, High Point Park, 1704 Glen Lake - Special use and variation for cellular antenna tower
 T-Mobile & Sure Site, 750 Salem – Special use and variation for cellular antennas
 Alliance Fellowship Church, 665 Grand Canyon - Special use and floor area ratio variation for church
 St. Alexius Medical Center - Special use for hospital building expansion
 Former Shell Gas Station, 2599 W. Higgins - Special use for service station

GENERAL ACTIVITIES

General Planning Efforts - Staff continues to meet with developers to discuss various sites that may be the subject of development or redevelopment. Discussions with existing business owners regarding signage continue as businesses are looking for new ways to survive during the depressed economy.

Planning responded to several Freedom of Information Act requests during the past month. These requests generally involve research and review of site plans, ordinances, meeting minutes, correspondence and other documents.

Planning staff assisted with writing articles for the *Citizen* regarding recent economic development activities and promoting the 59/90 District.

Training - Planning staff continues to seek training opportunities through free webinars that are periodically sponsored by various agencies. Peter Gugliotta attended a workshop at DePaul's Chaddick Institute on "Municipal Strategies for Promoting Development: Dealing with the Troubled Illinois Economy" and participated in an APA webinar on legal issues related religious land uses.

Websites - Planning staff continues to regularly update the Planning, CDBG, Census, Green, Grants, and Economic Development portions of the Village website. Most current updates and improvements have focused on the Economic Development pages, which can be viewed at www.hoffmanestates.org/led.

Planning staff has been performing all regular updates to the Village's www.visithoffman.com website, where detailed information can be found on events, dining, lodging, entertainment, and shopping opportunities. Planning has expanded the information available regarding the Poplar Creek at 59/90 Entertainment District on the site, and other enhancements continue to be made. As new Sears Centre events are announced, they are added to the visit Hoffman site.

Poplar Creek at 59/90 Entertainment District - Planning staff continues to work with the Economic Development Division 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. Staff 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. The entry signs have been installed at Hoffman Boulevard and Rt. 59. Staff is also working with the marketing staff at the Sears Centre Arena to coordinate efforts.

Subdivision Acceptance - Planning staff continues to work with other departments on final punch list inspections for subdivision acceptance of Beacon Pointe, Devonshire Woods, Yorkshire Woods and Beacon Pointe Drive extension.

Beacon Pointe - The developer has begun much of the punch list work in Beacon Pointe and has recently completed the landscape replacements which have been reinspected and signed off as done.

Beacon Pointe Drive extension - Staff is working with Engineering to get the road completed with the project guarantee money that was recently received. Staff is working to maximize the amount of work that can be completed with the available funds.

Devonshire Woods - Staff continues to work with the bank that currently owns Devonshire Woods to get the north end of the subdivision completed and has presented punch lists to get that work done as soon as possible for the benefit of the current homeowners.

Yorkshire Woods - Staff continues to work with the Engineering Division to get the bonding company to complete all outstanding issues and finish this subdivision as soon as possible for the benefit of the residents in that subdivision.

Autumn Woods - The Village has approved a plat of consolidation for the first unit to return the platted lots back to one large parcel. This will prevent sales of individual, unimproved lots without Village approval. Only some grading and detention work has been completed and the developer is marketing the entire property for sale.

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.

Green Programs

Staff continues to work on directives from the Green Initiatives Commission, such as investigating programs on green power, water efficiency, consumer savings programs, and additional grant funding for efficiency projects. A green business recognition program was approved by Committee and staff is working to finalize the program before it is released in early 2011.

Articles prepared by Planning staff for the March *Citizen* will include information about the battery recycling program initiated in early February at the Village in partnership with SWANCC, and information about water conservation, in coordination with the U.S. EPA's WaterSense Program.

2010 CENSUS

The Planning Division continues to monitor the release of 2010 Census information and update the Village's website at www.hoffmanestates.org/census.

According to Public Law 94-171, the Census Bureau must provide redistricting data to the 50 states no later than April 1st of the year following the census. As a result the Census Bureau is releasing the data state-by-state on a flow basis in February and March. Each table will provide summaries of population totals, as well as data on race, Hispanic origin and voting age for multiple geographies in the state, such as census blocks, tracts, voting districts, cities, counties and school districts. Redistricting data for Louisiana, Mississippi, New Jersey and Virginia was released on February 4th. The Census Bureau will deliver the data state-by-state on a rolling basis through March. Staff subscribes to American FactFinder Alerts for the U.S. Census Bureau and will update Census information on the web site as information becomes available.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The Division maintains up to date CDBG Program information, including copies of past documents, public meeting notices, RFPs, and current status for ongoing CDBG activities on the Village's website at www.hoffmanestates.org/cdbg.

General - The Village received the Program Year 5 grant award (\$327,334) from HUD and is awaiting program fund transfer. Funds will be spent in accordance with the previously approved Annual Action Plan. During the past month HUD has been performing an in-depth off-site assessment of the Village's CDBG Program and has requested various documents and reports. Planning staff has spent considerable time addressing these questions and providing information. At this point it appears all major questions have been answered.

5-Year Consolidated Plan - Staff is working on the next five-year Consolidated Plan, which will be due in August 2011. This Plan will address Village program goals for the next five years. Staff has been gathering and analyzing data in order to recognize current community characteristics and needs. This information will be used to identify and prioritize project funding in the five-year Plan. Public meetings to obtain community input were held at the end of November. Interviews with area banking and real estate professionals were completed and public survey results were collected. Planning staff met with Village Departments to identify Village infrastructure priorities and other needs, to be potentially addressed by the CDBG program. Using this information, a plan is being drafted, and will be available in May for review.

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 single family home rehabilitation projects. A total of eighteen homes have been completed since 2006 and another home is nearing the end of the construction process. Approximately eight households are on the current waiting list.

GRANTS

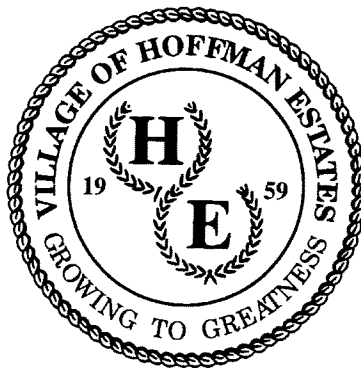
The Planning Division maintains up to date information, including a summary of current grant efforts and transparency reporting information, on the Village's website at www.hoffmanestates.org/grants.

Staff continues to pursue additional rebates for current EECBG lighting projects and continues to search for and investigate new grant opportunities through a variety of sources. The most recent required quarterly federal grant reporting was completed by January 10, 2011. Additional follow-up required by the Department of Energy has been completed.

Planning worked with Transportation on the coordination of the Communities Putting Prevention to Work (CPPW) grant for a no-match grant from Cook County for bicycle route signage. The program awarded the Village \$48,000 in funding in January 2011 and the grant agreement is being brought to Committee on February 14, 2011 for approval to accept the grant funds.

ARRA Grant	Amount Received	Amount Expended	Project	Status
Energy Efficiency and Conservation Block Grant (EECBG)	\$515,100	\$268,440.61	Fund initiatives for public facilities and residents.	The Energy Audit program continues and Code staff now BPI certified (energy certification). Parking lot lighting and Village Hall roof projects complete. All recycling containers purchased. Some funds drawn for staff time. Additional projects brought to Committee in January for approval to utilize left-over funds.
Local Energy Assurance Planning (LEAP) Grant	\$98,556	\$968.16	Create emergency energy plans; assess Village facilities; education for local businesses	Project Management Plan complete. Some staff time drawn for project management and RFP work. Task force meeting held. Board approved selected consultant in early February. Work planned to begin with consultant in mid-late February.
Non- ARRA Grant	Amount Allocated/ Received	Amount Expended	Project	Status
Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Efficiency Incentives	\$11,438	\$11,438 (reimbursed)	Supplemental funding for multiple lighting projects funded by the Energy Efficiency and Conservation Block Grant (EECBG). The Village received its reimbursement check for \$7,227 for the Village Hall parking lot lighting upgrade project.	Two projects have been completed and have received reimbursement. Additional projects are eligible, and will be applied for when project is initiated.
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. Planning to make purchase in winter 2011.
Emergency Operations Center – Technology Grant	\$70,000	\$16,275.02	Federal funding for technology at the new EOC, including communications and video equipment.	Some equipment has been purchased, and the project has released RFP for the remainder of the equipment.
Illinois Department of Commerce and Economic Opportunity (DCEO) Construction Grants	\$825,000 anticipating total of \$1,325,000	\$825,000	Reimbursement funding for construction costs at Police & EOC Building, 411 W. Higgins Rd	Two grants have finished processing, waiting on State to finalize other three.
Illinois Department of Transportation (IDOT)	\$50,000 (90% grant) Village share: \$5,000	N/A	Evaluation of roundabout safety in location of Bode and Gannon and Bode and Salem as part of planned future Surface Transportation Projects (STP). Joint project with Village of Schaumburg.	Award granted in August. Staff coordinating with Schaumburg & has short list of consultant proposals.
Regional Transportation Authority (RTA) Grant	TBD, estimated \$75,000-\$80,000	N/A	Study to identify and create operating plans for a flexible route (hybrid of traditional fixed and curb to curb service) bus transit service in parts of the Village.	Staff has met with RTA to arrange grant set-up and general schedule of study and results.


Peter Gugliotta, Director of Planning Division



CODE ENFORCEMENT
MONTHLY REPORT
SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE
FEBRUARY, 2011

Attached is the monthly report for Code Enforcement for the period ending January 31, 2011.

Don Plass, Director of Code Enforcement

ACTIVITIES

On January 6, 2011, Tim Meyer and Ray Norton attended the monthly meeting for Northwest Building Officials and Code Administrators. The topics were "Foundation Underpinning" and "Hydronic Ground Drainage Systems."

On January 10, 2010, David Banaszynski attended the NWMC's Health Director meeting at Oakton Community College.

On January 24, 2011, Mark Koplun, Don Plass and Bill Chlebik attended a seminar in Buffalo Grove, IL. The topic was "Vacant Properties and Foreclosures."

On January 26, 2011, Ray Norton attended a seminar in Naperville, IL. The topic was "2010 Changes to the A.D.A."

EMERGENCY CALL OUTS

On January 6, 2011, Jeff Mattes was called out for a carbon monoxide leak at 210 Bode Rd.

On January 24, 2011, Jeff Mattes was called out for a frozen water pipe at 1800 Huntington Blvd.

DEMOLITION PERMITS

No demolition permits issued

CONSTRUCTION INSPECTIONS

Inspections performed:

Structural	66	Fences	7
Electrical	41	Roofing/Siding	51
Plumbing	29	Patios/Driveways	7
Mechanical	26	Decks	0
Other	2	Sheds	0

FIRE INSPECTIONS

Inspections performed:

Annual	20
Re-inspections	102
Business License Inspections	11

ENERGY AUDIT TESTING

7 Energy Audits were performed

BACKFLOW TESTING

6 Backflow devices were tested

CITATIONS

Robert Keller
185 W. Berkley
Garbage & debris on property

Bernard Ogurek
1160 Silver Pine
Parking on unapproved surface

Ewa Spitza
445 Aster
Vacant property in disrepair

Anthony Kozlowski
715 Mohave
Failure to maintain exterior

Marek Hanusiak
540 Glendale
Debris accumulation

Roy Lyons
790 Alcoa
Accessory structure in disrepair

Abdelkhalek Bitre
2020 Shepard
Accessory structure in disrepair

Luis Munoz
190 Maricopa
Vacant property in disrepair

Gloria Bergard
2060 Hilltop
Vacant property in disrepair

Hema Trivedi
5560 Brentwood
Obstruction of the right of way

Deanna Hotchner
1220 Silver Pine
Parked in a fire lane

Federal National Mortgage Assoc.
1800 Huntington # 313
Vacant property in disrepair

Kris Kim
961 Freeman
Pool & Deck in disrepair

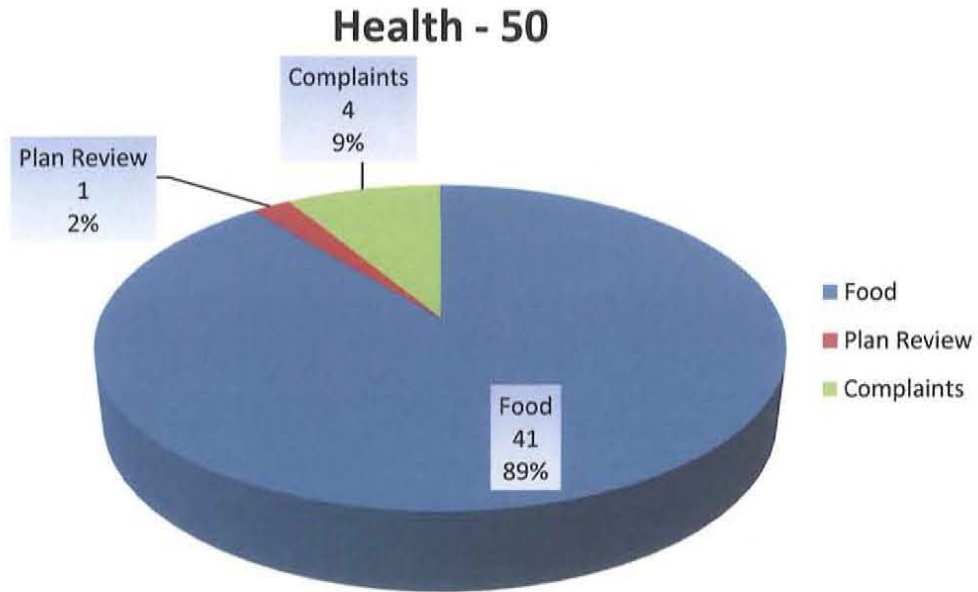
Ira Thompson
4432 Trailside Ct.
Failure to maintain exterior

MULTI-FAMILY LICENSING REPORT

Multi-Family Properties interior re-inspections will start March 1, 2011.

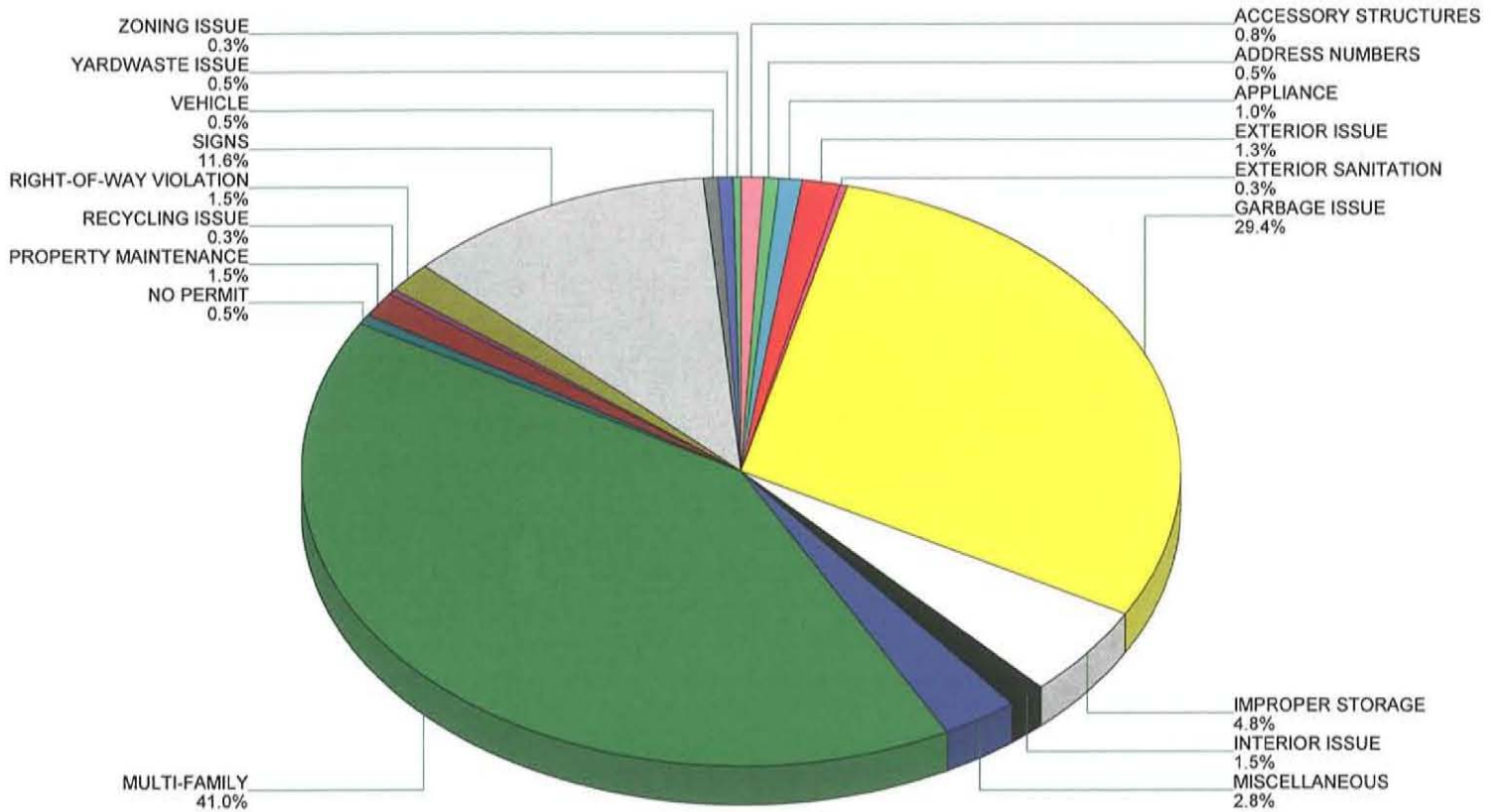
ENVIRONMENTAL HEALTH INSPECTION REPORT

Inspections are performed mainly at food establishments; however the Health Officer also inspects day care centers, public pools, beauty salons etc. Food establishments are divided into the risk categories of high, moderate or low 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.



Activity	This Month	Year to Date
High Risk Food	37	37
Med Risk Food	1	1
Low Risk Food	3	3
Swimming Pools	0	0
Plan Review	1	1
Day Care	0	0
Complaint	4	4
Totals:	46	46

Monthly Code Violation Summary Report 1/1/2011 - 1/31/2011



Violation Type	Total
ACCESSORY STRUCTURES	3
ADDRESS NUMBERS	2
APPLIANCE	4
EXTERIOR ISSUE	5
EXTERIOR SANITATION	1
GARBAGE ISSUE	116
IMPROPER STORAGE	19
INTERIOR ISSUE	6
MISCELLANEOUS	11
MULTI-FAMILY	162
NO PERMIT	2
PROPERTY MAINTENANCE	6
RECYCLING ISSUE	1
RIGHT-OF-WAY VIOLATION	6
SIGNS	46
VEHICLE	2
YARDWASTE ISSUE	2
ZONING ISSUE	1
TOTAL	395

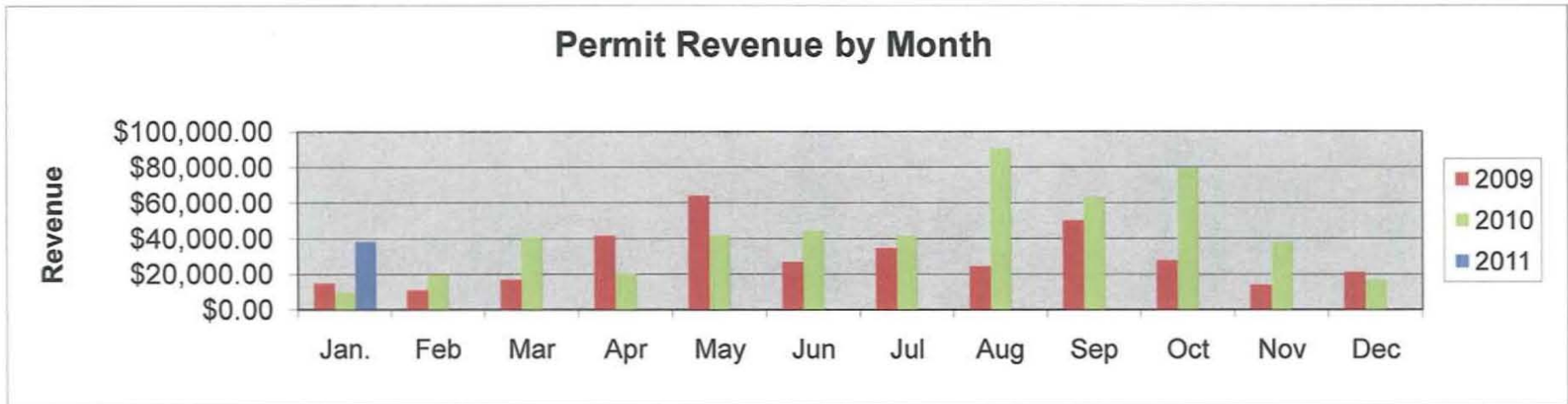
PERMIT REPORT

DESCRIPTION	2010 YEAR-TO-DATE # OF PERMITS (not including current month)	2010 JANUARY # OF PERMITS	2010 TOTAL YEAR-TO-DATE # OF PERMITS	2011 YEAR-TO-DATE # OF PERMITS (not including current month)	2011 JANUARY # OF PERMITS	2011 TOTAL YEAR-TO-DATE # OF PERMITS
Business Remodeling	0	6	6	0	6	6
Demolition	0	0	0	0	0	0
Driveways	0	0	0	0	0	0
Electrical	0	7	7	0	9	9
Fences	0	3	3	0	0	0
Mechanical	0	5	5	0	12	12
Miscellaneous Permits	0	4	4	0	0	0
Multi-Family Remodeling	0	1	1	0	0	0
New Business	0	0	0	0	0	0
Plumbing	0	11	11	0	21	21
Pools - Above Ground	0	0	0	0	0	0
Pools - In-Ground	0	0	0	0	0	0
Residential Decks	0	0	0	0	0	0
Residential Patios	0	1	1	0	0	0
Residential Garages	0	0	0	0	0	0
Residential Remodeling	0	4	4	0	4	4
Residential Sheds	0	2	2	0	0	0
Roofs/Siding	0	6	6	0	7	7
Signs	0	3	3	0	7	7
Single Family Residences	0	1	1	0	0	0
Automatic Fire Alarms	0	0	0	0	4	4
Other Fire Suppression Systems	0	0	0	0	0	0
Fuel Storage Tanks	0	0	0	0	0	0
Hood & Duct Mechanical	0	0	0	0	0	0
Hood & Duct Suppression	0	0	0	0	0	0
Open Burns	0	0	0	0	0	0
Automatic Sprinklers	0	0	0	0	6	6
Temporary Heating	0	0	0	0	0	0
Lock Boxes	0	0	0	0	1	1
Pyrotechnic Displays	0	0	0	0	0	0
TOTALS	0	54	54	0	77	77

Permit Revenue Comparison

Year	2009	2010	2011
Jan.	\$14,988.31	\$9,880.67	\$38,524.80
Feb	\$11,279.07	\$19,712.60	
Mar	\$17,251.32	\$41,163.02	
Apr	\$41,817.20	\$20,664.39	
May	\$64,316.18	\$42,397.85	
Jun	\$26,933.37	\$44,626.83	
Jul	\$34,829.98	\$41,530.49	
Aug	\$24,545.20	\$90,310.95	
Sep	\$50,185.27	\$63,302.03	
Oct	\$27,638.81	\$79,677.79	
Nov	\$14,108.80	\$38,217.49	
Dec	\$21,103.98	\$16,576.60	
Revenue	\$348,997.49	\$508,060.71	\$38,524.80
Elevator Invoices	\$0.00	\$0.00	\$0.00
Total Revenue	\$348,997.49	\$508,060.71	\$38,524.80

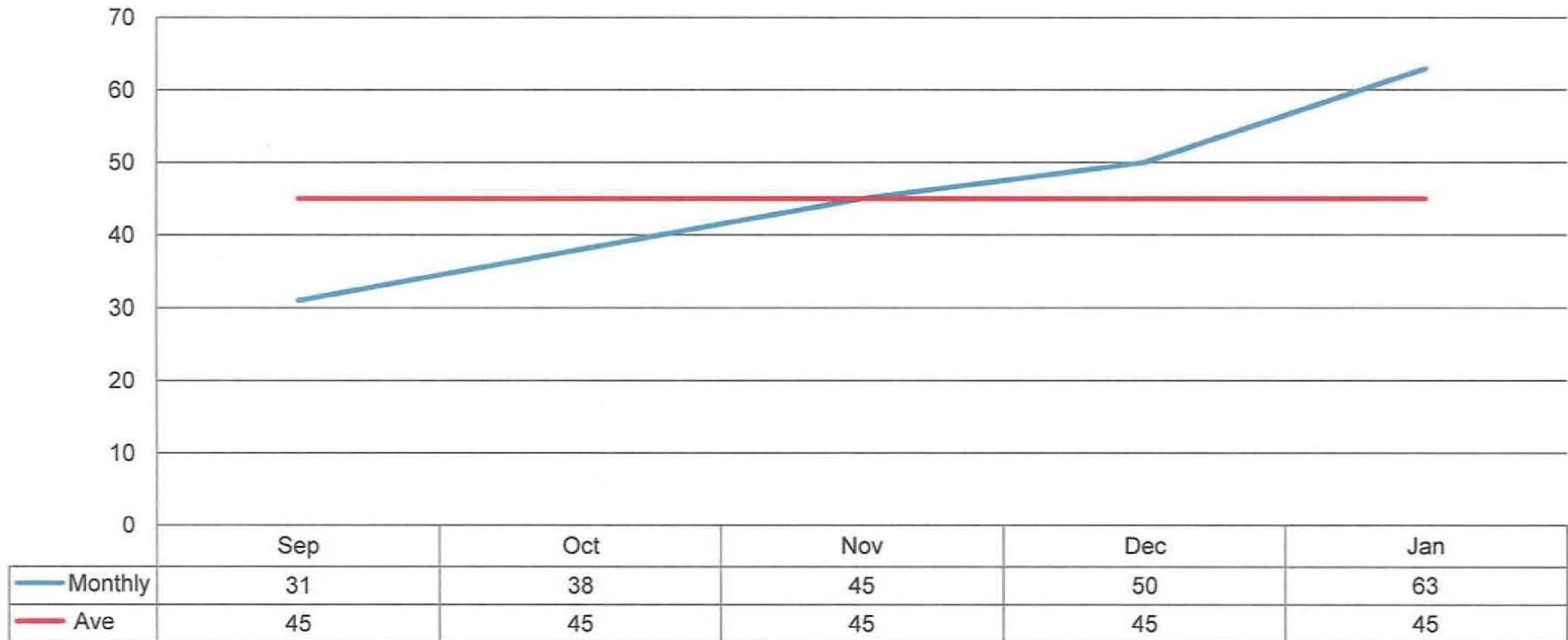
2011 Budget	\$550,000.00
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Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.
 As of 2009, elevator invoices no longer included in Total Revenue.

Code Enforcement staff have been monitoring foreclosure activity since 2008. The chart below shows an increase in activity. Staff expects this trend to continue into 2011 as more properties get funneled through the court system. However, staff has not seen a definitive impact on our neighborhoods. This is due to several factors; our increased awareness on the streets, increased cooperation from property owners, increased communication from property servicers and the fact that about half of the properties in question are condominiums.

Foreclosure Activity



North Area

Bradwell Rd

Palatine Rd

Barrington Rd

Ela Rd

Huntington Blvd

Algonquin Rd (Rt 62)

Lakewood Blvd

Foreclosures

- Sep 2010 to Dec 2010 - 150
- ◆ Jan 2011 - 45
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates

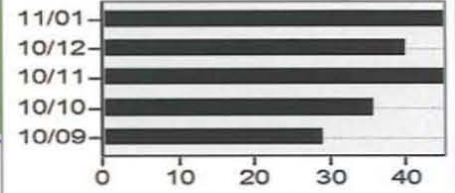
Foreclosures as of 01/31/11

Information Systems Dept



South Area

Foreclosure Trend



Jane Addams Memorial Tollway (I-90)

Hassell Rd

Higgins Rd (Rt 72)

Golf Rd (Rt 58)

Bode Rd

Schaumburg Rd

Barrington Rd

Roselle Rd

Plum Grove Rd

Foreclosures

- Foreclosures_Dissolve
- Sep 2010 to Dec 2010 - 150
- ◆ Jan 2011 - 45
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

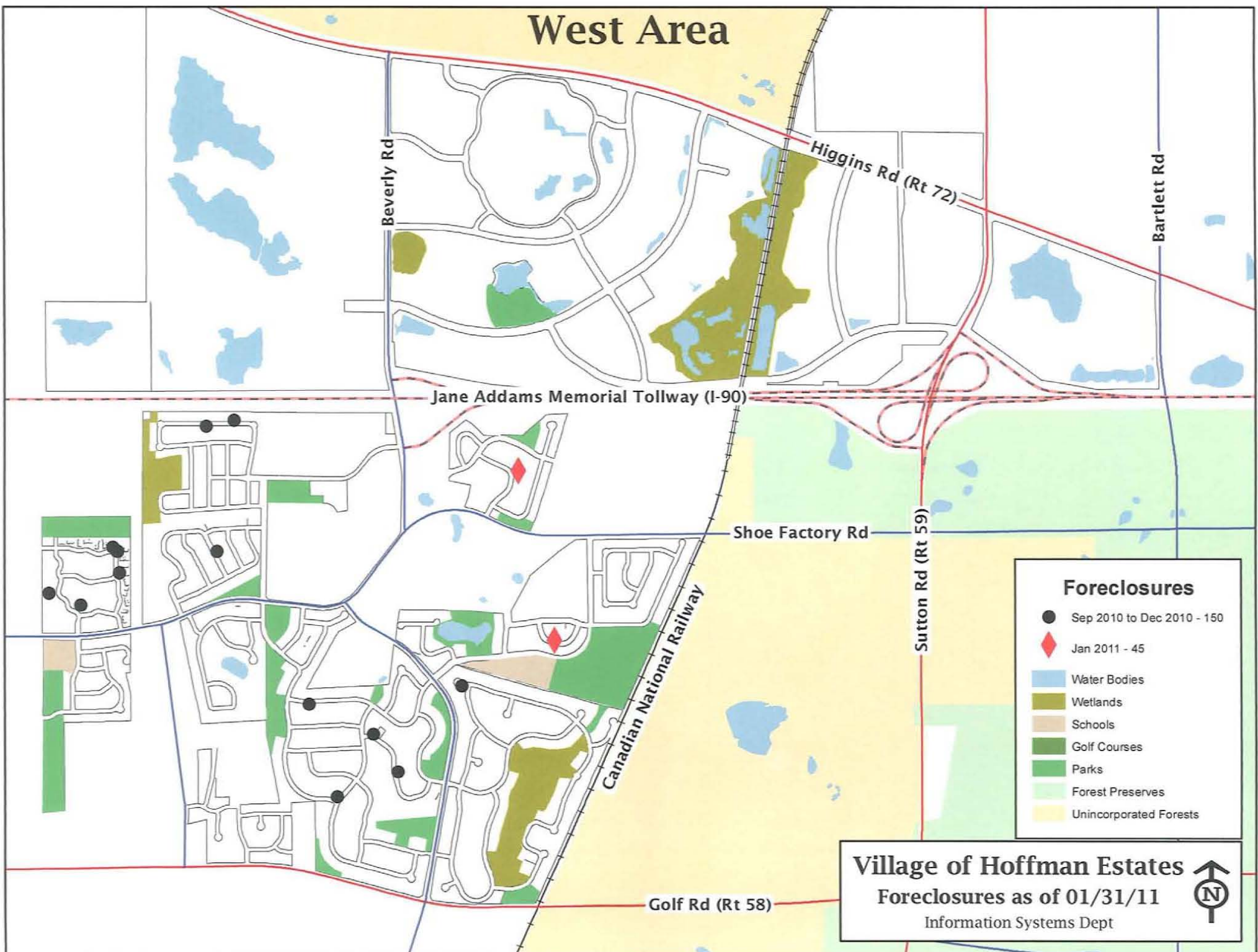
Village of Hoffman Estates

Foreclosures as of 01/31/11

Information Systems Dept



West Area



Foreclosures

- Sep 2010 to Dec 2010 - 150
- ◆ Jan 2011 - 45
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates
Foreclosures as of 01/31/11
Information Systems Dept



**ECONOMIC DEVELOPMENT/TOURISM MONTHLY REPORT
FEBRUARY 2011**

GENERAL

- ◆ Coordination with Sears Holdings Director of Associate and Community Engagement regarding a possible relocation of a company to Hoffman Estates.
- ◆ Modification of PowerPoint presentation for the Economic Development Commission meeting scheduled for February 22, 2011.
- ◆ Brief article for the Hoffman Estates *Citizen*.
- ◆ Ongoing discussion with a residential developer looking for multi-family locations.
- ◆ Creation of an ad for with Heartland Real Estate Business about an article featuring Poplar Creek at 59/90 in their May issue.
- ◆ Discussion with Fifth Third Bank regarding disposition of property in foreclosure.
- ◆ Discussions with a senior living developer about opportunities in Hoffman Estates.
- ◆ Attendance at an IEDC national conference where my economic development association resume guidebook was approved for distribution to almost 5,000 members.
- ◆ Attendance at a 2011 economic forecast at the Chicago Marriott with various local real estate and financial “experts”.

OFFICE/INDUSTRIAL

- ◆ Ongoing communication with property owners and Village staff regarding a land use options meeting.
- ◆ Assisted in getting J.F. McKinney nominated for creative deal of the year (Tate & Lyle). The winner will be announced in March.
- ◆ Arranged a meeting with a major business stakeholder regarding retention and future planning of its facility.
- ◆ Meetings with Sears Centre Arena, Northern Illinois University, and the Village to open better lines of communication and networking for the Prairie Stone Property Owners Association.
- ◆ Attendance at a Core Net luncheon in Chicago to network with office site selectors.

RETAIL

- ◆ Discussion with attorney representing a developer seeking TIF funding for an upgraded redevelopment project.
- ◆ Meeting with Chase Bank and a developer regarding a location in Hoffman Estates.
- ◆ Set up meetings and discussion to consider an incentive for an expanded auto sales location.
- ◆ Continued coordination between Royal Seafood developer and code issues needing resolution.
- ◆ Meeting with the Slaughter General Manager to explore avenues for the team to interact and participate in the community.
- ◆ Ongoing assistance with restaurateur looking for second/third generation locations in the Village.
- ◆ Meeting with Hoffman Village new ownership regarding a shopping center upgrade.
- ◆ Steady communication to keep a potential major retailer presence in Hoffman Estates in the western area.
- ◆ Working with a broker preparing a contract with an independent restaurant at the former Lone Star at Barrington and Higgins Roads.
- ◆ Accepted Co-Chair of the Hoffman Estates Chamber of Commerce Business Expo Committee for a May 14, event.

TOURISM**Sears Centre Arena**

- ◆ The Tourism office is operational in the Sears Centre Arena and is able to provide immediate contacts for new the Group Ticket Manager and aid in distribution of group ticket promotions.
- ◆ The Chicago Slaughter housing package was obtained at Barrington Lakes Apartments for seven 2-bedroom apartments at \$500 per month. Assisted the team in locating furniture through a hotel furniture liquidator for \$2,800 to furnish seven 2-bedroom apartments. Also assisted in promoting Hoffman Estates restaurants for food trade out packages.
- ◆ PTSD Clinic is exploring moving into the second floor of an existing medical building to expand their existing services while they raise funds and awareness of new protocol.
- ◆ Contacting businesses in the Prairie Stone Business Park to determine who within each company would receive and blast out emails through their respective companies for ticket promotions and special offers from the Sears Centre Arena.

- ◆ Assisting in float development and giveaway items for the Chicago Slaughter/Chicago Express/Sears Centre Arena entry into the Palatine St. Patrick's Parade on March 12.

Hotel Stakeholders

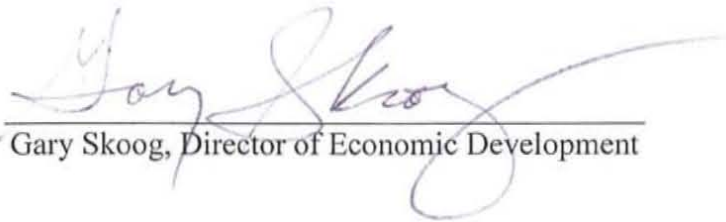
- ◆ Meetings with each hotel director of sales to ensure they are accepted into top/targeted accounts. Strategizing hotel package opportunities and reworking Willow Creek proposal for two major events in 2011.
- ◆ On-site property review of each hotel's unique website.
- ◆ Gathering annual rate quotes for Cabela's, Hoffman Estates Park District, St. Alexius, and Willow Creek. The Tourism Office coordinates rate gathering for each of these demand generators.
- ◆ Waiting on sponsorship opportunities from Front Row Marketing to present to the seven hotels along Barrington and Higgins Roads to allow them to purchase a listing on the Sears Centre Arena website. Passive listing under "accommodations" was taken down in December, but nothing has been presented to these seven hotels. The Chicago Marriott Northwest already purchased an enhanced listing on Sears Centre Arena website.
- ◆ Met with Illinois Recreational Cheerleading Association (IRCA) event organizer to recap Spirit Spectacular (November 2010) and State 2011 (December 2010). In 2011, the hotels will impose a two week group room cutoff allowing them to drop group room blocks two weeks before the events and impose a three day cancellation to stop same day cancellations. In 2010, team leaders held blocks at multiple hotels and cancelled the day of the event when space opened up at the Marriott. We captured 419 room nights that hoteliers paid IRCA a \$10 rebate per room night on. Next year's registration will impose an additional registration fee if the team does not stay at a preferred hotel. As in 2010, the Tourism Office will launch a restaurant blitz, providing Hoffman Estates restaurants an opportunity to appear in the event programs through listing fees which offset the cost of transporting teams from the Park District practice facility to the Sears Centre Arena. The Tourism Office will not begin any efforts until the booking is secured at the Sears Centre Arena to the satisfaction of the management team at the Sears Centre Arena.
- ◆ Hosting hotel director of sales roundtable with Microshare International and Chamber members that are electronic marketing experts who are taking on the challenge of getting search engines to recognize our new 60169 zip code. Since the change from 60195 to 60169, search engines are misdirecting users back to Schaumburg or Roselle. Microshare has conducted an analysis of each hotel website and will be making a report on simple changes that will cause them to rise on the listing in search engines. Once we are satisfied that each hotel site is accurate and contains demand wording and meta tags, we will connect www.visithoffman.com to over 150 social networking sites that other CVB's and Tourism Offices currently link to. We will receive analytics before and after the exercise to gauge our success in reaching a broader audience.
- ◆ Requested that each hotel provide property specific pictures and floor plans of common areas and guest rooms to enhance each individual hotel's listing on www.visithoffman.com.

- ◆ Met with Poplar Creek Country Club sales team to review the new “Bridges of Poplar Creek” outdoor venue and banquet facilities.
- ◆ Conducted new director of sales orientation at Comfort Inn which included review of top/targeted accounts, driving tour of demand generators, and review of the Village website to find new sources of business.

Business Retention

- ◆ Met with the property managers at Barrington Lakes, Berkshires, and Village Green to introduce them to the printed materials and visithoffman.com website in an effort to drive their residents to shop locally and get more involved in Village activities.
- ◆ Met with merchants from Forest View and Huntington Plaza Shopping Centers to help organize their Merchant’s Association and get them involved in their shopping center wide promotions that coincide with special events or holidays that would drive more traffic their way.
- ◆ Working with Hoffman Estates businesses to introduce the idea of having their business be the focus of a “Business Simulation” class offered at Harper College. Businesses that participate in the class receive a complete financial overhaul (AP/AR), marketing plan, pricing analysis, and business plan that should allow any of the participating businesses to apply for SBA or standard bank funding.
- ◆ The Dream Team Basketball Project met with the Hoffman Estates Park District to discuss moving the project ahead. It was determined that the Dream Team would need to provide a written proposal to the Park District outlining their needs and vision for year round use of the proposed sports facility and not just for three months they would need during the summer months. The Plote property is the space they are suggesting could house the facility. Park District and Dream Team organizers agree the lodging aspect of the project should be offered to existing Village hotels before it is shopped outside the Village for a group to construct a sports themed lodging facility. This facility would not be the same quality as the Chicago Marriott Northwest, but would complement them by providing an affordable lodging option for tournament players, Sears Centre Arena event technical crews, etc.
- ◆ A meeting with Jeff Terry from Sears Holdings Corporation revealed their involvement in Habitat for Humanity. Mr. Terry brainstormed a concept for a retail facility that could see samples, lot ends, etc. in a retail setting with heavy emphasis on hardware.
- ◆ Continuing meetings with new Chamber members to help them find their next customer by reviewing the economic development pages of the Village website, etc.

- ◆ Attended Shop with a Cop recap meetings to begin planning for next year. Sears Holdings Corporation would like us to move the event into their merchandising division atrium. They would set up merchandise displays from the annual "Top 15 Toys" campaign and items the kids have on their wish lists. Sears Holdings typically hosts an associate shopping opportunity in the Atrium, so this would be a natural extension for them. Sears Holdings associates would get involved in the event, kids could receive new outerwear, and their family gifts. Sears Holdings has generously offered to contribute presents to the kids also. Waiting for our meeting at the Atrium to determine if the event will move from Target. Kids and officers would still enjoy lunch at Buffalo Wild Wings.



Gary Skoog, Director of Economic Development