

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

Immediately Following the Transportation & Road Improvement Committee

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

I. Roll Call

II. Approval of Minutes - September 19, 2011 (*Special Meeting*)
October 10, 2011

NEW BUSINESS

1. Request by Group Fox Property Management for a courtesy review of a proposal to provide fencing with vehicular and pedestrian gates surrounding the Barrington Lakes Apartments property located at 2200 Hassell Road.
2. Request approval of a time extension for Charter National Bank and Trust (property owner) to complete site improvements in accordance with Subdivision Code Section 10-2-1 to the Marathon gas station at 1300 W. Higgins Road.
3. Discussion regarding approval procedures and policy for cellular antenna requests.
4. Request authorization for an EDA Contract for the installation of the Higgins Road/Prairie Stone Parkway traffic signal and miscellaneous Prairie Stone public improvements in an amount not to exceed \$594,180.
5. Request acceptance of Department of Development Services monthly report for Planning Division.
6. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
7. 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

Village of Hoffman Estates

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

September 19, 2011

I. Roll Call

Members in Attendance:

**Karen Mills, Chairperson
Ray Kincaid, Vice Chairperson
Gary Stanton, Trustee**

**Other Corporate Authorities
in Attendance:**

**Trustee Jacquelyn Green
Trustee Anna Newell
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**Mark Koplin, Asst. Village Manager
Patti Cross, Asst. Corporation Counsel
Arthur Janura, Corporation Counsel
Michael Hish, Police Chief
Bob Gorvett, Fire Chief
Doug Schultz, Community Relations Coord.
Joseph Nebel, Public Works Director
Michael DuCharme, Finance Director
Algean Garner, H&HS Director
Nichole Collins, Emergency Mgt. Coordinator
Patrick Seger, HRM director
Bruce Anderson, CATV Coordinator
Ben Gibbs, GM Sears Centre
Don Plass, Code Enforcement Director**

Others in Attendance

Reporters from the *Daily Herald* and the *Chicago Tribune*

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

NEW BUSINESS

1. Request approval of:

- a. A resolution to authorize the Village President to execute a Land Purchase Agreement for the sale of the former Police Station site at 1200 Gannon Drive to 1200 Gannon LLC.
- b. A resolution to approve a Cost Recovery Agreement with Hall Enterprises, Inc. for a proposed auto dealership at the corner of Golf Road and Gannon Drive.

An item summary from Jim Norris, Arthur Janura, Mark Koplín and Michael DuCharme was presented to the Committee.

Mark Koplín provided background information and details of the agreement were discussed with the Committee, including closing dates and timelines.

Michael Victor, 1930 Fairhaven Court, Schaumburg, Illinois shared his concerns about the sale of the land. Mr. Victor, Mark Koplín and Don Plass discussed the handling of environmental concerns.

Pat Barch, 550 Briar Cliff, Hoffman Estates, Illinois shared historic information about the former Police Station building.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve a.) a resolution to authorize the Village President to execute a Land Purchase Agreement for the sale of the former Police Station site at 1200 Gannon Drive to 1200 Gannon LLC. and b.) a resolution to approve a Cost Recovery Agreement with Hall Enterprises, Inc. for a proposed auto dealership at the corner of Golf Road and Gannon Drive. Roll Call:

Aye: Mills, Green, Newell, Pilafas, Stanton

Nay: Kincaid

Absent:

Mayor McLeod voted Aye.

Motion carried.

2. Request authorization to award a contract for the demolition of the existing building and structures on the 1200 Gannon Drive site to Albrecht Enterprises, Inc., Des Plaines, IL, in an amount not to exceed \$150,265.

An item summary from Dan O'Malley and Don Plass was presented to the Committee.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to award a contract for the demolition of the existing building and structures on the 1200 Gannon Drive site to Albrecht Enterprises, Inc., Des Plaines, IL, in an amount not to exceed \$150,265. Voice vote taken. Trustee Kincaid voted nay. Motion carried.

II. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Newell, to adjourn the meeting at 7:21 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

Village of Hoffman Estates

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

October 10, 2011

I. Roll Call

Members in Attendance:

**Karen Mills, Chairperson
Ray Kincaid, Vice Chairperson
Gary Stanton, Trustee**

**Other Corporate Authorities
in Attendance:**

**Trustee Jacquelyn Green
Trustee Anna Newell
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Gary Salavitch, Director of Engineering
Patrick Seger, Human Resource Mgmt. Dir.
Bob Gorvett, Fire Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Gordon Eaken, Director of IS
Nichole Collins, Emergency Mgmt Coord.
Bev Romanoff, Village Clerk
Patti Cross, Assistant Corporation Counsel**

The Special Planning, Building & Zoning Committee meeting was called to order at 7:40 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Newell, to approve the Planning, Building & Zoning Committee meeting minutes of September 12, 2011. Voice vote taken. All ayes. Motion carried.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to defer the Special Planning, Building & Zoning Committee meeting minutes of September 19, 2011. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Request approval by homeowner for release of a portion of open space easement at 1030 Ponderosa Lane (construction of a patio/fire pit).

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

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve the release of a portion of open space easement at 1030 Ponderosa Lane (construction of a patio/fire pit). Voice vote taken. All ayes. Motion carried.

2. Request by Bosch Rexroth Corporation for a courtesy review for the installation of a wind turbine at 5150 Prairie Stone Parkway.

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

Arnold Mueller and Bob Michek, representatives from Bosch Rexroth Corporation, presented to the Committee. The Committee discussed elements of the proposed wind turbine.

It was noted that Village Manager Jim Norris requested that the door to the Council Chambers remain open.

3. Request by Deshouw for direction to proceed with the formal process for consideration of a Tax Increment Finance District at the Barrington Square Town Center property between Hassell Road and Higgins Road, east of Barrington Road.

An item summary from Pete Gugliotta was presented to Committee.

Trustee Pilafas, Trustee Mills, Jim Norris and Geoff Dickinson from SB Friedman discussed the proposed TIF district.

Motion by Trustee Green, seconded by Trustee Pilafas, to proceed with the formal process for consideration of a Tax Increment Finance District at the Barrington Square Town Center property between Hassell Road and Higgins Road, east of Barrington Road. Voice vote taken. All ayes. Motion carried.

4. Discussion regarding zoning restrictions for home based occupations/businesses.

An item summary from Mark Koplin was presented to Committee.

The Committee and Mr. Norris discussed the proposal.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to proceed with a text amendment hearing regarding zoning restrictions for home based occupations/businesses. Voice vote taken. All ayes. Motion carried.

5. Discussion regarding proposed Code Enforcement programs.

An item summary from Jim Norris, Mark Koplin, and Don Plass was presented to Committee.

The Committee and Mr. Norris discussed the proposed Code Enforcement programs.

Motion by Trustee Green, seconded by Trustee Pilafas, to proceed with registration and periodic inspections of vacant properties and the registration and inspection of single-family rental units. Voice vote taken. All ayes. Motion carried.

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

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

8. 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 Pilafas, seconded by Trustee Stanton, 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

Mayor McLeod stated that he delivered a Green Business Award to Leopardo in Hoffman Estates. Mayor also stated that he attended an event at the Devonshire and a reception for the Police Explorers.

IV. Other

V. Items in Review

1. Discussion regarding approval procedures and policy for cellular antenna requests (November).

VI. Adjournment

Motion by Trustee Pilafas, seconded by Mayor McLeod, to adjourn the meeting at 8:22 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request by Group Fox Property Management for a courtesy review of a proposal to provide fencing with vehicular and pedestrian gates surrounding the Barrington Lakes Apartments property located at 2200 Hassell Road

MEETING DATE: November 14, 2011

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta PG

REQUEST: Request by Group Fox Property Management for a courtesy review of a proposal to provide fencing with vehicular and pedestrian gates surrounding the Barrington Lakes Apartments property located at 2200 Hassell Road.

BACKGROUND: Barrington Lakes Apartments is a residential community consisting of 27 apartment buildings and one large clubhouse/recreation/office building. The property is located between ADP on the east and Poplar Commons Shopping Center to the west and has four unrestricted vehicular entrances off Hassell Road.

PROPOSAL: The property owners are seeking conceptual input on their proposal to convert Barrington Lakes Apartments into a gated community by providing a fence around the east, west, and south sides of the property. The north side is not included in the proposal as it faces a wooded undeveloped area with a creek. They believe this will increase privacy and safety for the residents and also enhance the prestige of the property and neighboring community.

The vehicular access points along Hassell Road would be gated with the exception of the entrance that leads to the clubhouse. This access would remain open to allow visitors or potential residents to visit the sales office.

Based on the results of a traffic study, the property owners are proposing to set the gates back approximately 100' from the street to allow cars to enter the site and not stack up onto Hassell Road. Once the car is on the property, the resident would use a card reader system to activate the gates and enter the apartment site. Sensors in the pavement would alert the gate that a car was present and close the gate once it passed through.

PROPOSAL: (Continued)

Pedestrian access gates would be included near each vehicular access point to allow residents to enter and leave the site. Sidewalks that tie into the public sidewalks along Hassell Road would be provided at these gates. The west and east sides of the site would be fenced but not include the pedestrian gates in order to restrict access to the site from adjoining properties.

The attached plans are very conceptual and represent the first attempt at the design of the gates and site. The property owners will need to work with the Village to ensure proper circulation for fire and police vehicles, as well as general deliveries for the residents. As proposed, the fencing would block the existing circulation pattern for emergency vehicles. New drive aisles between the parking medians and islands would need to be included to ensure that emergency vehicles can still circulate the site properly. The owner intends to revise the plans appropriately prior to the formal hearing process.

The next steps for the property owners will be to continue to work with staff to get the site plan to a level that satisfies all code requirements and meets the circulation requirements for emergency vehicles and residents. The proposal would then go to the Planning and Zoning Commission for variation and site plan review and then to the Village Board for final approval.

RECOMMENDATION:

Materials presented for courtesy review only.

Attachments

cc: Planning & Zoning Commission Members
Adnan Darr (Group Fox Property Management)

VILLAGE OF HOFFMAN ESTATES
1900 Hassell Road
Hoffman Estates, Illinois 60169

REQUEST FOR COURTESY REVIEW
PLANNING, BUILDING AND ZONING COMMITTEE OF THE VILLAGE BOARD

A petitioner may appear before the Planning, Building and Zoning Committee of the Village Board to make a brief "Courtesy" presentation of a proposed project. Expert witnesses, exhibits, etc. are not required, as the appearance is only intended to provide a general overview of the proposed project. The presentation should occur prior to initial Planning and Zoning Commission review of the proposal.

A Courtesy Review allows the applicant to acquaint the Board Committee with the proposal. The Committee may ask questions or make comments on the presentation, however, the presentation does not constitute an official review by the Village Board and any direction to proceed to a hearing review should not be construed as any indication of future project approval. Formal Village Board action will occur only after the appropriate Planning and Zoning Commission public review has occurred.

Twenty (20) copies of a site plan (preferably 8½" x 11"), a brief description of the project, and the *Statement of Understanding* (below) should be submitted to the Director of Planning approximately two weeks prior to the meeting. Meetings are typically held on the second Monday of the month, beginning at 7:00 p.m. A Village staff member will work with you regarding the submission of material and the meeting presentation, as well as establishing a meeting date. Should you have any questions regarding this process, please call the Planning Division at 847-781-2660.

Statement of Understanding

I understand my appearance before the Planning, Building and Zoning Committee shall not constitute any Village Board endorsement, support, or implied approval of the subject property. I also understand that final project approval or denial shall only occur through official Village Board action.

Adnan Darr

Digitally signed by Adnan Darr
DN: cn=Adnan Darr, o=Group Fox Property Management, ou=Senior
Project Manager, email=adarr@groupfox.com, c=US
Date: 2011.11.08 11:14:02 -0600

Signature

Adnan Darr

Name (PLEASE PRINT)

Company/Developer: Barrington Lakes Apts/ Group Fox Management

Address: 2200 Hassell Road

City, State, Zip Code: Hoffman Estates, IL 60169

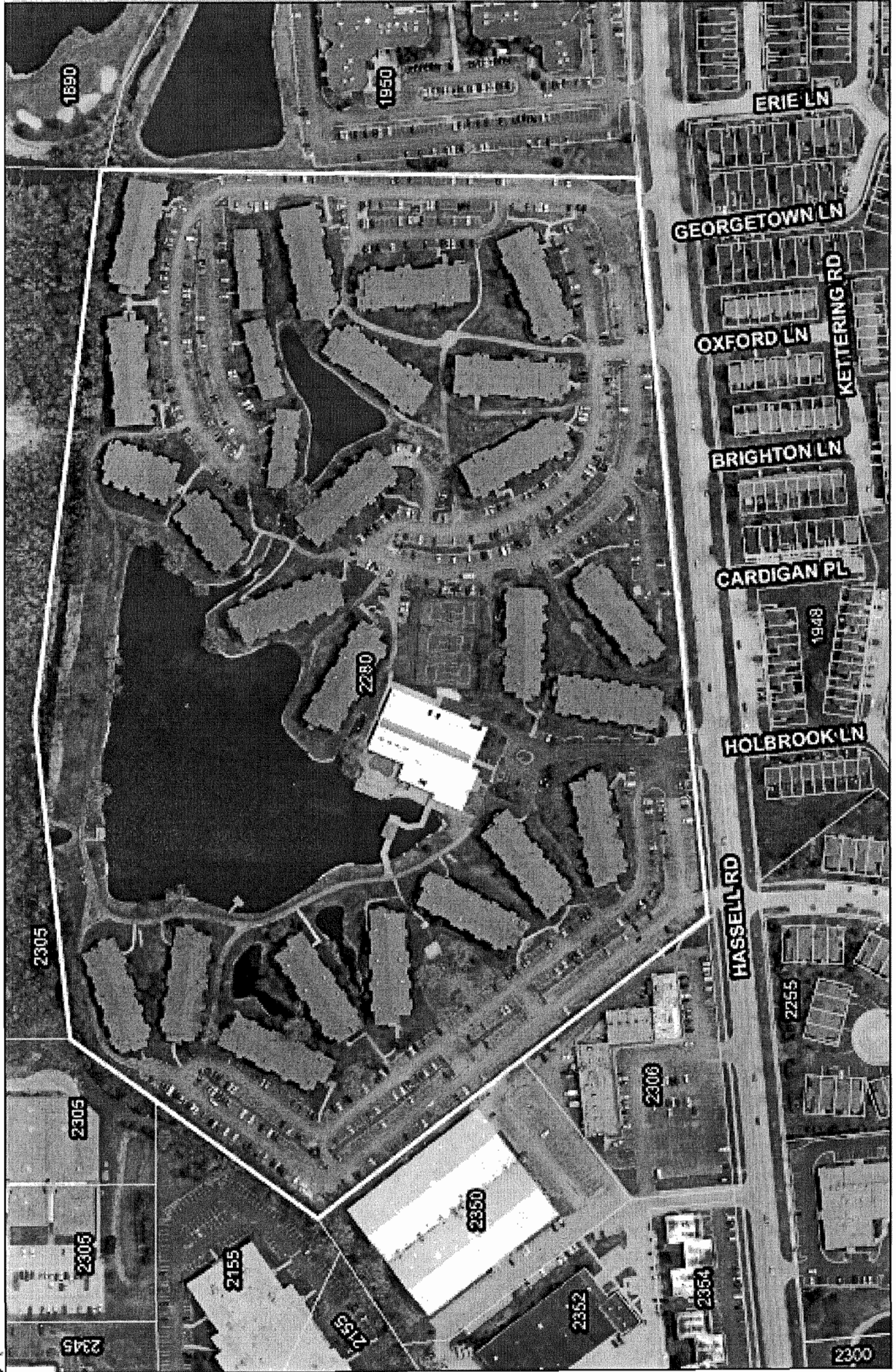
Telephone Number: 312-804-3488

Email Address: adarr@groupfox.com

Name of Project: BL Gated Entry

Date: 11/8/11

Barrington Lakes



1 inch = 250 feet

group fox.com
PROPERTY MANAGEMENT

November 8, 2011

Dear Board Members:

We are pleased to submit this proposal for your review regarding the conversion of Barrington Lakes Apartments into a gated community. We are working with Hoffman Estates Planning and Fire to address all of the Village's concerns regarding this conversion. We feel that we have gone the extra mile to ensure that everyone from residents and emergency vehicles to even snow removal vehicles have the proper unique access. We feel that the use of state-of-the-art technology along with traditional fencing produces a result which is both functional and attractive. This combination allows us privacy and security, while at the same time enhancing the prestige and quality of the property and neighboring community.

This project will go beyond the addition of UL approved slide gates and ADA compliant pedestrian walk-gates. The parking lot will have selected curb changes and directional flow mandates to enable a proper flow for ingress and egress. For this, we will be bringing on a civil engineer to our team to provide engineered drawings for all curb changes, traffic flow, water drainage, etc. As for any issues with fire and emergency vehicles, the use of the siren receiver/3M Opticom system will allow instant access to the property from any gate, using the same technology already used for emergency vehicles in Hoffman Estates and neighboring communities. For egress purposes, we will work with H.E. Fire to ensure all issues have been addressed. One proposed idea is to provide a manual swing gate on three proposed areas that were to be blocked off. This will provide additional means of egress/ingress in the event of parking lot back-up or extra-alarm situation.

Proper analysis and review of our traffic study has allowed us to ensure mitigation of possible back-up on Hassell Road due to tenant activity. In fact, with the "turn-arounds" being installed at all gate entrances and allowing the gates to remain open during peak times if necessary, we feel any concern of a back-up should be eliminated. In addition, retaining our existing fire lane routes, along with having a siren receiver/3M Opticom system at all slide gates, will allow emergency vehicles proper access to the entire property. Lastly, we have included a battery back-up system which will, in the event of a power loss, automatically open all gates and leave them in the open position until power has been restored.

Over the past six years, our ownership of Barrington Lakes Apartments has resulted in a complete turn-around of the property. We have invested millions of dollars into this extensive interior and exterior renovation and the end result is clear and evident, even by simply driving down Hassell Road. Our goal is to complete our vision and combine our wonderful new property with the safety, security and prestige of gated access.

Thank you for your time,



Adnan Darr
Senior Project Manager
Group Fox Management

OSCEOLA FENCE CORPORATION

3939 W. Dickens Ave. Chicago IL 60647

TOLL FREE

#800-397-4763

SALES OFFICE

#773-278-4762

FAX LINE

#773-278-1740

WWW.OSCEOLAFENCE.NET

E MAIL: osceolafence@comcast.net

Barrington Lakes - Scope of work

Part 1 - We will furnish and install approximately 2,750 lineal feet of 6' tall iron fencing.

All fence panels will be 6' tall and 8 lineal feet.

Fence will be fabricated with **solid 5/8" square iron pickets** and 3 rails and permanently welded to posts.

All posts will be 2 1/2" square and set 36" **in new concrete**.

All iron will be heavy primed and painted black.

Part 2 - We will furnish and install approximately 930 lineal feet of 6' tall solid cedar fencing.

All posts will be 2 1/2" iron and set 36" **into new concrete**.

Fence will be fabricated with 1" x 6" cedar boards and 3 – 2" x 3" cedar rails.

All cedar will be natural color.

We will take down, haul away and dispose of the existing wood fence.

Part 3 - We will furnish and install (6) iron slide gates for three access control areas.

This will include one 42" wide walk gate and 12' entrance and 12' exit slide gates with an aluminum enclosed track system at each area.

All gates to match fence specs and posts set in new concrete.

One additional gate included for fire department access with standard lock.

Part 4 - We will furnish and install 3 Access control areas.

Each area will include a telephone entry system with 2700# capacity (to work with your existing systems).

A separate card reader for vehicular and pedestrian access (to work with your existing cards).

Control boards and commercial 1HP slide gate operators for each drive gate.

All necessary safety devices to make system UL325 compliant.

A full system of all listed at each of 3 access control areas.

(All power and phone lines to be brought to gate area by others)

Barrington Lakes will be responsible for obtaining the required permit for this project.

Osceola Fence Corp. offers a one year warranty on all material and labor on all parts of this project.

OSCEOLA FENCE CORPORATION

3939 W. Dickens Ave. Chicago IL 60647

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E MAIL: osceolafence@comcast.net

Barrington Lakes – Itemized breakdown of additional charge.

1. Knox lock system: this is a release switch that is mounted on post under call box that fire department will secure with their pad lock. When switch is activated gates will open.
2. Power loss: 6 Operators upgraded with battery backup system. When there is a power loss to units they will continue to work. When the battery power drops down the gates will default to the open position and remain open until power is restored.
3. Plow driver access: key switch at access point to shut down system and release gates so that plowing can be done.
4. Increase gate openings: We will increase the gates and drive clearance from 10' to 12'. This will allow easier access for moving trucks, plows and garbage service.

All prior listed work listed from original quote with upgrade to 5/8" pickets.

If the fire department or village want a siren detector/receiver installed in the entrance operators that will be an additional cost .

EDWARD J. MOLLOY & ASSOCIATES, LTD.
 LAND & CONSTRUCTION SURVEYORS
 100 WEST STREET, BOSTON, MASS. 02111-1000
 TEL. 552-8200 FAX 552-8200
 E-MAIL: EJMOLLOY@AOL.COM

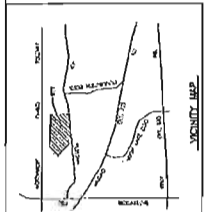
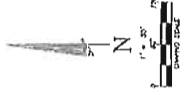
ALTA/ACSM LAND TITLE SURVEY

SEE PAGE 2 OF 2 FOR LEGAL DESCRIPTION

PROPERTY: HASSSELL CREEK CAMP
 SURVEY: HASSSELL CREEK CAMP
 MAP: HASSSELL CREEK CAMP

THE SURVEYOR HAS REVIEWED THE RECORDS OF THE DEEDS AND PLATS OF THE COUNTY OF HANCOCK, MASSACHUSETTS, AND HAS FOUND THAT THE SAME ARE CORRECT AND ACCURATE.

MARKED POINT CENTER
 119.000000
 119.000000
 119.000000



PROPERTY: HASSSELL CREEK CAMP
 SURVEY: HASSSELL CREEK CAMP
 MAP: HASSSELL CREEK CAMP

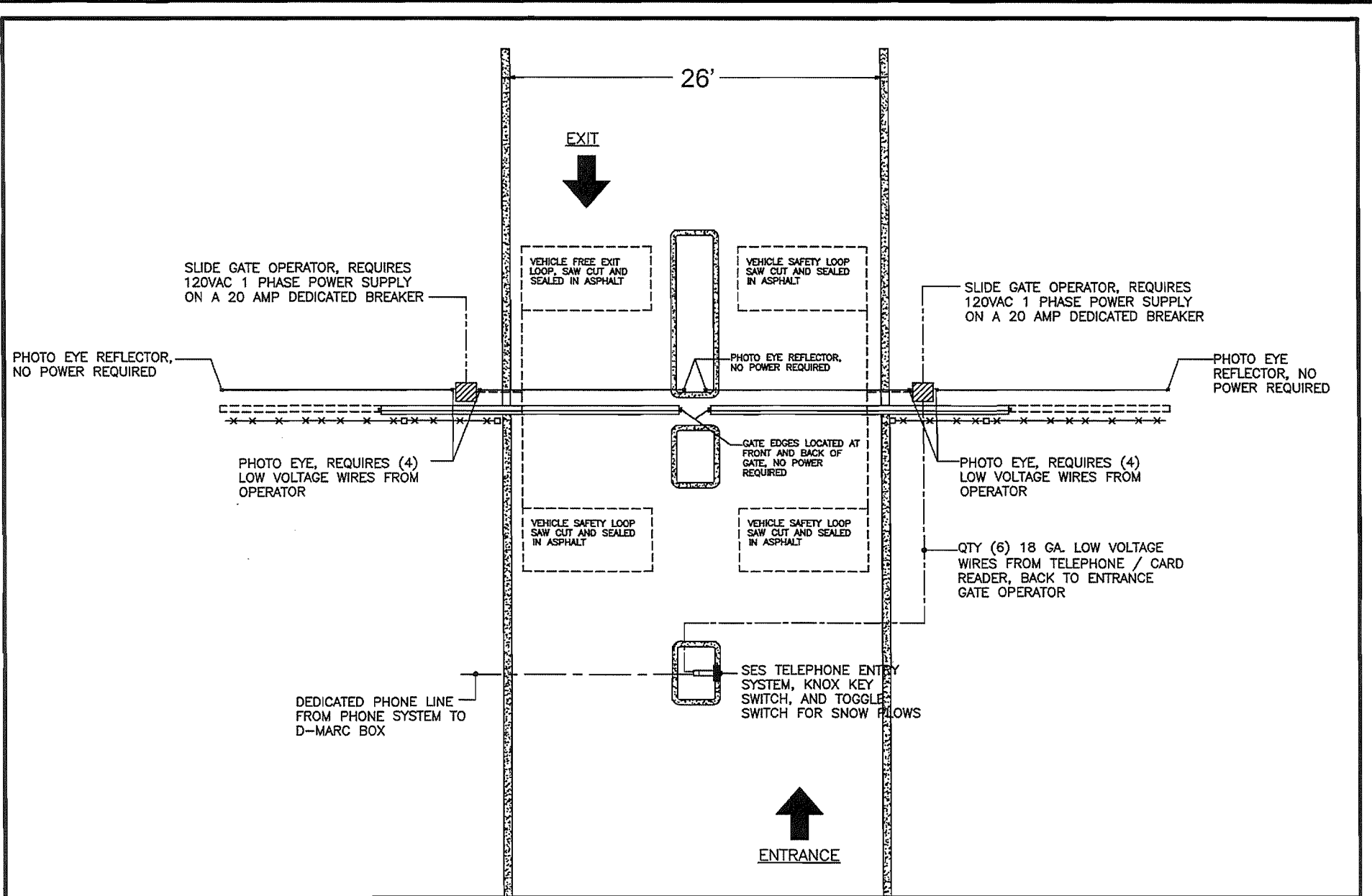
FOR INFORMATION ONLY: THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE MASSACHUSETTS LAND SURVEYING ACT OF 1984, AS AMENDED.

FOR INFORMATION ONLY: THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE MASSACHUSETTS LAND SURVEYING ACT OF 1984, AS AMENDED.

FOR INFORMATION ONLY: THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE MASSACHUSETTS LAND SURVEYING ACT OF 1984, AS AMENDED.

PROPERTY: HASSSELL CREEK CAMP
 SURVEY: HASSSELL CREEK CAMP
 MAP: HASSSELL CREEK CAMP

PROPERTY: HASSSELL CREEK CAMP
 SURVEY: HASSSELL CREEK CAMP
 MAP: HASSSELL CREEK CAMP



DEDICATED PHONE LINE FROM PHONE SYSTEM TO D-MARC BOX

DRAWING NAME ELECTRICAL REQUIREMENTS

CUSTOMER NAME: OSCEOLA FENCE COMPANY

JOB NAME: BARRINGTON LAKES

PRO ACCESS
SYSTEMS

Complete Access Control.
Design. Products. Support.

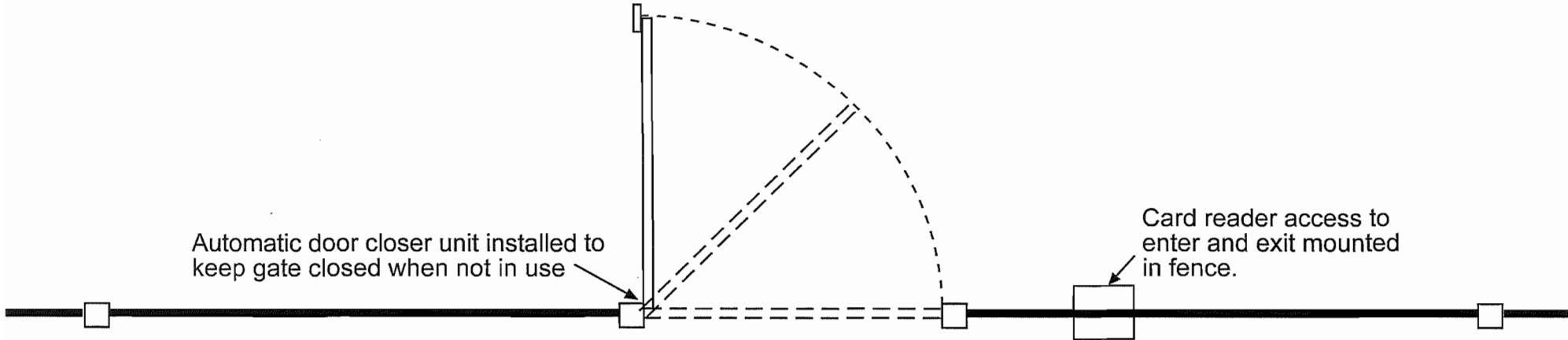
DIM "A"	DIM "B"	DIM "C"	DIM "D"

Mag lock installed to keep gate locked.
Controlled by card reader.

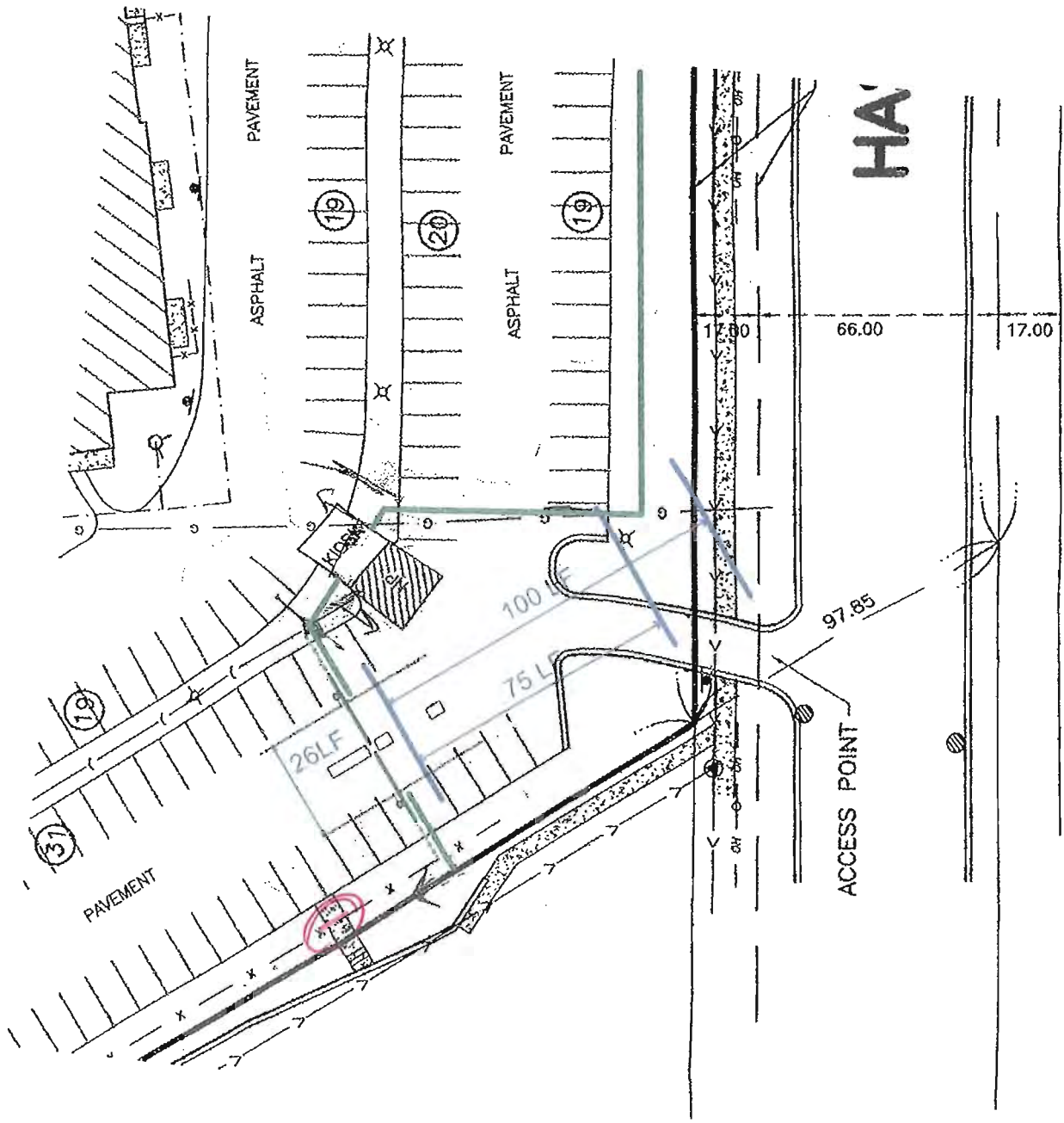
Automatic door closer unit installed to
keep gate closed when not in use

Card reader access to
enter and exit mounted
in fence.

Walk gate Access



Proposal for Access 1 - Hassell Road and Blackberry Lane:
 Entrance way must be adjusted for 26' wide minimum opening.
 2' wide curb islands installed by others as shown leaving opening for turn around.
 — Proposed 6' tall iron fence line

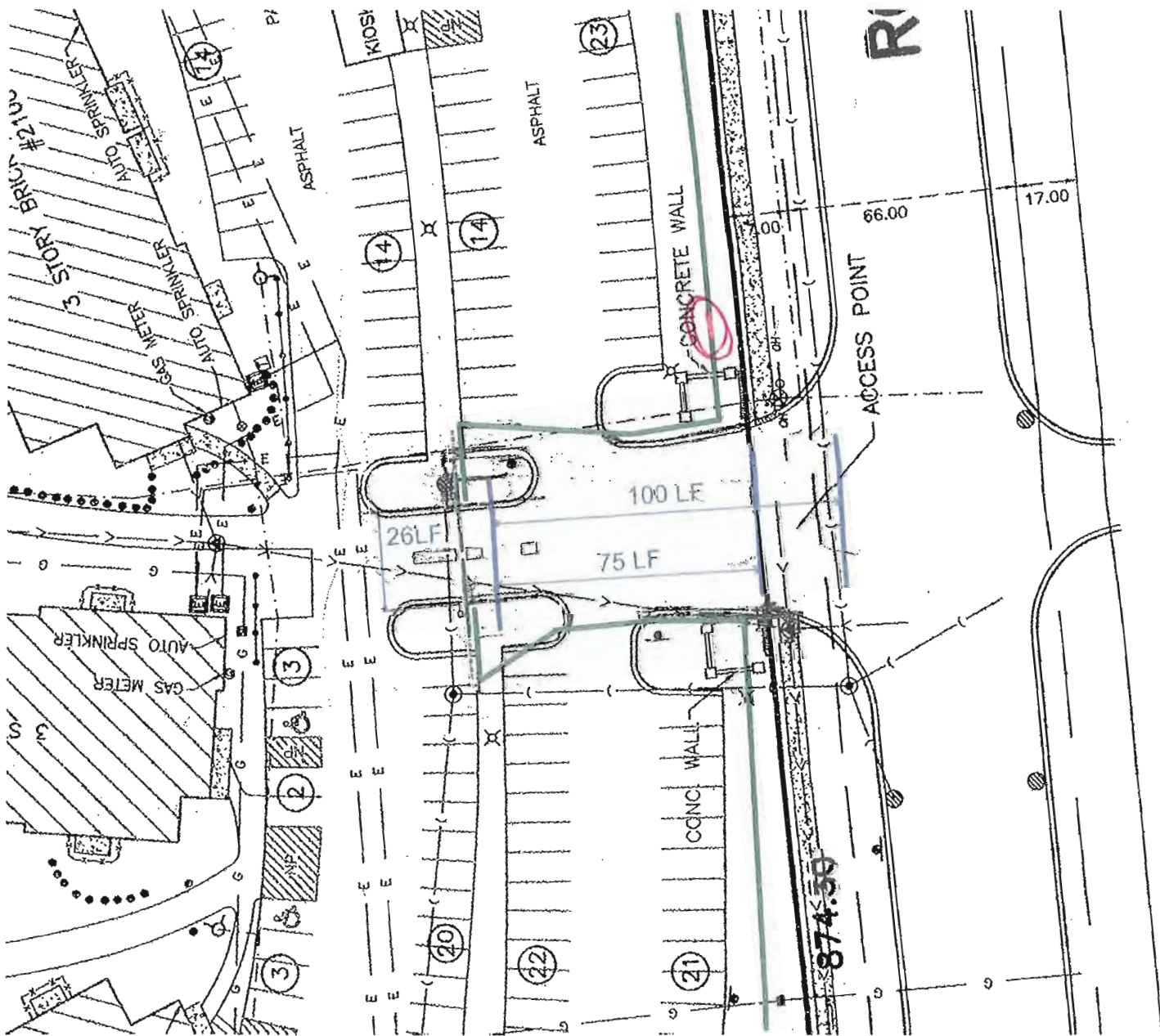


Proposal for Access 3 - Hassell road and Holbrook Lane:

Entrance way must be adjusted for 26' wide opening.

2' wide curb islands installed by others as shown leaving opening for turn around.

— Proposed 6' tall iron fence line



Proposal for Access 4 - Hassell Road and Georgetown Lane:
 Entrance way must be adjusted for 26' wide minimum opening.
 2' wide curb islands installed by others as shown leaving opening for turn around.

— Proposed 6' tall iron fence line



**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a time extension for Charter National Bank and Trust (property owner) to complete site improvements in accordance with Subdivision Code Section 10-2-1 to the Marathon gas station at 1300 West Higgins Road

MEETING DATE: November 14, 2011

COMMITTEE: Planning, Building and Zoning

FROM: Josh Edwards/Peter Gugliotta JAE/PG

PURPOSE: Request approval of a time extension for Charter National Bank and Trust (property owner) to complete site improvements in accordance with Subdivision Code Section 10-2-1 to the Marathon gas station at 1300 West Higgins Road.

BACKGROUND: The Marathon gas station was vacant for several months in 2009 and early 2010, and then was reopened by a new operator in May 2010. Per Subdivision Code Section 10-2-1, as part of any re-occupancy of a building, the property owner must complete reasonable site improvements to bring the property closer to Subdivision Code compliance. These improvements must be planned and constructed within 18 months of the re-occupancy, which expired November 4, 2011.

DISCUSSION: The property owner has indicated that since the station was reopened, there has been interest from national convenience store franchises, but companies have been reluctant to move forward in the slow economy. The current operator is also considering updating the brand and food store component of the property. These ongoing discussions have caused delay with developing plans for upgrading the property until the future direction of the franchise (Marathon or otherwise) is determined. The property owner requests an extension of time of 12 months, to November 4, 2012, to complete the required site improvements. The property owner intends to decide on a user and move forward with developing plans in early 2012, and construction would need to occur in mid-2012.

Section 10-2-1 allows the Village Board to grant a single one year time extension to complete the site improvements. The Village has granted time extensions to other properties in the past, primarily shopping centers.

RECOMMENDATION: Request approval of a time extension for Charter National Bank and Trust (property owner) to complete site improvements in accordance with Subdivision Code Section 10-2-1 to the Marathon gas station at 1300 West Higgins Road to November 4, 2012.

cc: Doug C. Altenberger (Charter National Bank and Trust)

1300 W. Higgins Road - Marathon



1 inch = 50 feet

Planning Division
Village of Hoffman Estates
March 2010

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding approval procedures and policy for cellular antenna requests

MEETING DATE: November 14, 2011

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Discussion regarding approval procedures and policy for cellular antenna requests.

BACKGROUND: After experiencing an influx of cellular communication antenna requests in the late 1990s, the Village adopted a formal Antenna Siting Policy to provide guidance for submittal of new requests. Since that time, communication technology has continued to evolve and the nature of antenna requests has also changed. Initial installations were aimed at establishing basic regional network coverage for each cellular company, whereas more recent requests have focused on specific areas of need such as pockets of low service quality, local areas with demand spikes, the addition of data service, etc.

The original installations in the Village were on existing tall structures, such as water towers and multi-story office buildings where there were minimal impacts on surrounding property owners. Some recent proposals have been in areas where there is no water tower or tall building to use as a viable option and as such a secondary tier of installations has occurred on other existing tall structures, such as ball field light standards, which are often near 100 feet tall. As a last option, new freestanding antenna towers have been proposed.

Regulations

Section 9-3-9 of the Village Zoning Code requires special use review for all communication antennas over 45 feet high. Most requests also require a height variation to be over 60 feet high. However, Village regulatory authority is limited because cellular communication providers are licensed and regulated by the Federal Communications Commission (FCC). Essentially, the FCC rules are intended to ensure that all citizens have access to communications facilities and that fair competition be ensured between different providers. There is a presumption that cellular communication service is in the national public interest.

BACKGROUND: (Continued)

Under FCC rules, the Village does have some latitude to require design modifications and can place specific conditions on a request to mitigate negative impacts of antennas, including aesthetics. However, an outright denial of a request, with no alternative option for a cellular provider to serve a certain area would be contrary to FCC rules. Further, if the Village approves a certain type of installation for one carrier in a specific location, it cannot deny an identical installation at that same location for a second carrier since it would violate FCC rules regarding fair competition. If the Village does deny a request, the Village must have heard formal evidence in the public hearing process to support the specific reason for denial.

Formal Evidence and the Hearing Process

Formal evidence can be presented in a public hearing process by the petitioner, the public, or by the Village. The formal public hearing for a zoning case takes place during the specifically designated time period during a Planning and Zoning Commission meeting. Following are a few points related to formal evidence versus expressions of opinion that may come up during the public hearing process:

Antenna impacts on property values. To reference a concern about lower property values due to an antenna installation as a formal reason for denial, the Village must have heard testimony from a real estate professional, appraiser, or other recognized professional or have received a written report from such an expert. The evidence should include references to studies or other data that support the conclusion. The perception or opinion of an individual should not be considered formal evidence, although it is appropriate to listen to public input as part of the hearing process.

Health concerns. The FCC specifically prohibits municipalities from considering any perceived health effects from cellular antennas as part of the consideration for approval or denial. This is a technical area that the FCC has jurisdiction over and there are regulations in place regarding the omission levels from antennas. Residents in a public hearing can express any opinions they choose, but this issue cannot be the basis for denial by the Village.

Coverage strength and location issues. Petitioners are required to provide evidence regarding their existing and proposed coverage levels as well as identifying the need they are trying to address with their proposed antennas. In order for the Village to dispute any of this evidence or to require different locations, lower heights, or alternative technology, the Village has the burden of providing formal evidence to support its position. Formal evidence requires testimony by the appropriate technical expert and/or submission of a written report prepared by such an expert. Opinions and comments made by Commission members, Board members, or the general public can be expressed during the hearing process, but these comments do not represent “formal evidence” and cannot be the basis of a denial.

Aesthetics. The FCC regulations protect the distribution of cellular communication service to the public, but they do not prohibit municipalities from regulating the appearance of the antennas or the towers/poles that may support antennas, even if the Village’s condition is more costly for the petitioner. The Village is well within its rights to require antennas to be painted to match the structure they are mounted upon, a pole can be designed to appear as a flag pole, tree, or other object, and the Village can require all accessory equipment be placed within a building. It is acceptable for the Village to place aesthetic-based conditions on an approval as long as the petitioner can still provide the intended cellular service to the public.

DISCUSSION:

Based on issues raised in several recent requests, it is recommended that the Village Antenna Siting Policy be reviewed and updated. Depending on decisions made with regard to an updated policy, it may also be necessary to amend the Zoning Code or other Village codes.

Since this issue involves a complex set of elements, staff is presenting information and a new draft policy in a very conceptual state to allow the Planning, Building and Zoning Committee to provide key input early in the drafting process. The goals of the Committee will be incorporated into the new draft policy and then a careful legal review will be performed to ensure consistency with FCC regulations. A more complete policy draft will be presented at a future meeting for consideration.

Sections included in the draft revised policy include, *Purpose, Preferred Sites, Design Guidelines, Approval Process, and Application Information*. An important detail to note is that use of the term “antenna” is different than use of terms like “tower” or “pole” and it is important that proper terms are referenced as the document is revised since it may make a difference in any FCC concern or any legal action regarding a Village Board action. The Village has greater latitude to regulate a tower, which is a structure versus an antenna, which regulates the cellular signal. The following policy items are provided to facilitate discussion on this issue.

Village Owned Properties

Properties owned by the Village, such as water towers, are unique relative to the FCC regulations because the Village functions in two different capacities. The FCC rules apply to the Village’s regulatory authority. When the Village is the property owner, it has a much broader ability to make decisions on whether to lease or not lease one of its resources or assets before the regulatory process comes into play.

All antenna requests must first have property owner consent BEFORE the regulatory process can begin. If the Village, acting as property owner, determines it is not appropriate to lease water tower space for a new antenna installation, the Village can deny the lease without the need to address the FCC provisions related to the regulatory process. This is similar to a private site where the cellular company cannot even submit an application request to the Village unless it has first received written consent from the subject property owner.

As part of a revised policy, the “Approval Process” section should specifically address the unique aspects of antennas proposed on Village owned property and the necessary lease/structural review that must occur prior to beginning the regulatory review. The Village also requires an extensive structural and technical review process for any installation on Village property. The petitioner is required to pay the cost of third party technical consultants that perform these technical reviews.

DISCUSSION: (Continued)***Preferred Sites***

The preferred priority for antenna installations would be on existing structures, such as water towers, multi-story buildings, or existing tall towers. For antenna proposals that cannot utilize an existing structure, the petitioner would be required to consider alternative technology solutions that may include a series of lower “repeater” antennas on street lights or other existing structures rather than a single taller installation. Constructing new freestanding towers for antenna installations would be strongly discouraged. In the event a new tall tower is determined to be the only viable option to address the antenna needs, then preference would be given to locations as far from residential structures as possible.

Some degree of preference must also be given to sites that have already been approved for the installation of antennas because the FCC regulations require equal treatment between different carriers.

Permitted Use versus Special Use

Currently all new communication antenna requests require special use permit review (except when the antennas are accessory to a principal use). It is proposed that the revised policy include standards that would allow certain antennas to be permitted with a building permit, and others to require special use permit review, depending on whether the antennas meet the preferred policy criteria or not.

Required Submittal Information

The bulk of information required for a special use or a building permit is detailed on the relevant Village application forms. However, when an antenna proposal does not meet the minimum criteria of the policy, the Village can require additional information specifically justifying why the request cannot meet the policy guidelines. The current policy includes a section regarding this and it will be updated.

Application Fees

The review of antenna requests is time sensitive due to FCC regulations (see below) and the amount of time necessary to properly complete a thorough review far exceeds many other requests considered by the Village. It is recommended that the application fees for any antenna request that does not meet the policy’s preferred criteria be increased beyond the current \$400 special use fee. A recommended new fee will be proposed after further research.

It is also recommended that as part of any special use hearing, the petitioner be required to pay to have a court reporter record the hearing. Since there are more extensive legal issues involved with communication antenna requests versus standard special use requests, a legal transcript for each hearing is desirable.

Consultant Review

For antennas that require a special use review, it is recommended that a technical consultant be retained by the Village to evaluate all submittal information and to testify regarding potential alternative designs or locations that could achieve the needed goals of the cellular carrier. This testimony and technical review is required in order for the Village to meet the obligations imposed by the FCC. Since this type of review requires the Village to hire an outside consultant, the costs of this review should be paid by the petitioner. The policy should address this requirement.

DISCUSSION: (Continued)***FCC “Shot Clock” Rules***

It is important to note that the current FCC rules require that the Village must take action on new antenna requests within 120 days of submittal, and must take action on colocations within 90 days of submittal. Further, the Village is required to provide any requests for additional information to the petitioner within 30 days of receipt. The rules only allow the “shot clock” to stop one time after the first Village comments are provided. Once the petitioner makes a second submittal, the process must move toward completion prior to the 90 or 120 day deadlines. The FCC does allow the petitioner and Village to mutually waive the “shot clock” rules, if both parties agree.

Almost all antenna requests are submitted with incomplete, missing, and incorrect information. Typically it will take at least several months and several iterations back and forth for staff to work with the applicant before plans are determined to be complete and accurate enough to schedule the public hearing. The Village does not control the length of time or the level of completeness of the plan preparation process on the cellular provider’s submittal. Rarely do the consultants respond with plan revisions or corrected information in a timely manner.

To counterbalance the lengthy time periods that cellular companies require to complete their applications properly, the Village can administratively deny resubmitted applications based on a lack of completeness if outstanding issues are not resolved by the second submittal. The applicant can only proceed further if a written waiver to the “shot clock” rules is provided. It is suggested that this language be included in the revised policy.

SUMMARY:

Input from the Committee is requested to allow staff to finalize an updated Antenna Siting Policy for consideration. Following this meeting, staff will work with Corporation Counsel and review various other resources to finalize an updated policy. Depending on the direction provided by the Planning, Building and Zoning Committee, when the final policy is considered, it may be necessary to also direct the Planning and Zoning Commission be directed to hold the appropriate public hearing to consider revisions to the Zoning Code requirements that will be consistent with the new policy.

The following items are attached:

- ◆ Zoning Code Section 9-3-9
- ◆ Current Antenna Policy
- ◆ Rough Draft of Updated Antenna Policy
- ◆ Existing Antenna List
- ◆ Existing Antenna Map

RECOMMENDATION:

Information is presented for discussion and direction on components to include in an updated Antenna Siting Policy to allow staff to prepare an updated policy document for a future meeting.

Staff recommends that the Committee provide guidance on whether the following points should be included in the updated policy that will be presented for consideration at a future Planning, Building and Zoning Committee meeting:

1. The policy for preferred antenna locations should emphasize first existing municipal or commercial structures, then existing light poles or other tall structures that may not be near residential properties,
2. The policy should discourage the installation of new towers or poles to support communications antennas, particularly when the new installations are in close proximity to residential properties.
3. The policy should encourage the use of alternative technology that can be installed on shorter existing structures if there are no tall existing structures available.
4. Antennas that meet the Antenna Siting Policy criteria will be a permitted use. If they do not meet the criteria, they will require a special use review (this will require a Zoning Code amendment also).
5. Additional detailed information should be required for communication antenna requests that do not meet the policy criteria.
6. The fees for a communication antenna request should be increased to cover the added costs of a more complex and expedited review.
7. Communication antenna petitioners should be required to provide a deposit to cover the costs of a technical consultant review and testimony on behalf of the Village and the petitioner should pay for a court reporter to record each public hearing.
8. To ensure compliance with FCC rules, the policy should state that communication antenna requests will be administratively denied if the second submittal is incomplete or incorrect, unless the petitioner provides a written waiver of the FCC "shot clock" rules.

Attachments

Zoning Code Section 9-3-9. - Antennas and Communication Towers.

- A. The total antenna height of any communications tower, antenna satellite dish or combination thereof between 45 feet and 60 feet shall be permitted only as a special use and the total antenna height of any communications tower, antenna or combination thereof of any height over 45 feet upon Village owned or leased facilities for other than municipal uses shall be permitted only as a special use.
- B. A freestanding communications tower, antenna satellite dish or combination thereof between 45 feet and 60 feet shall be permitted only as a special use except that any municipal antenna or communications tower shall be exempt from this subsection of the Code.
- C. Within any Residential zoning district, the base of any antenna or communications tower shall be within the setback requirements for accessory buildings within that district, and shall in no case be allowed in front yards. In any other district the base of any antenna, satellite dish or communications tower shall meet the setback requirements of the principal structure.
- D. No part of a communications tower, antenna, satellite dish or combination thereof, shall extend beyond either:
 - 1. Any horizontal lot line of the lot on which it is located; or
 - 2. The vertical projections of the lot line of the lot on which it is located, under any condition, rotation or position thereof.
- E. Required Permits. In addition to the requirement that, where applicable, a special use be first obtained, pursuant to the provisions of this Code, for the establishment of an antenna or communications tower use on a lot within any zoning district or subzone, a building permit shall be required for the construction, installation or erection of any antenna, communications tower or combination thereof. Before receiving a permit under the provisions of this subsection, the applicant shall file with the Code Enforcement Division a location plan, the manufacturer's specifications for the antenna, communications tower and all supports, and the engineering details of the proposed installation to show that the combination will meet the Village building and Subdivision Code standards.

CURRENT ANTENNA SITING POLICY

VILLAGE OF HOFFMAN ESTATES ANTENNA SITING POLICY

CELLULAR AND PERSONNEL COMMUNICATIONS SERVICES (PCS) ANTENNAS

The guidelines of this policy pertain to wireless communications facilities for public use including Cellular, PCS, and any other wireless technology. The guidelines contained herein are to provide general direction on the siting of wireless telecommunications facilities. Village zoning, building and Telecommunications Ordinances will dictate the actual construction and siting laws of the Village of Hoffman Estates.

All cellular and PCS antennas require a special use permit in all Zoning districts. The process for acquiring a special use permit includes the following: submission of the appropriate application and filing fees; staff review and comment; a public hearing and any additional meetings necessary before the ZBA's findings on the special use permit application. If approved, special use permits and associated conditions are granted by an Ordinance adopted by the Village Board.

After submitting an application for a cellular or PCS antenna, Village staff will review it for compliance with Village codes and policies. In addition the ZBA will consider the following guidelines during their deliberations on the petition for a special use permit.

GENERAL GUIDELINES

1. The proposed antenna (transmitting and/or receiving station) shall be designed at the minimum functional height. Such height shall not exceed the height in the applicable zoning district unless so located as to be unintrusive to residential districts. Antennas exceeding the height limitation in any zoning district will require a variation considered through the public hearing process before the ZBA for the issuance of the special use permit.
2. The development of additional antennas, towers or structures needs to be accomplished with an objective of co-locating multiple service providers on the new structure. Any existing site on which a legal wireless telecommunications facility is currently located shall be preferred as an antenna location over any new service structure.
3. The development of any tower or pole should ensure the minimization of visual obstructions by utilizing the following siting standards in order of preference:
 - a) Locating on existing public buildings, structures, towers or structures;
 - b) Co-locating on existing cellular or PCS antennas, towers or structures;
 - c) Locating in industrial, commercial, or office zoned districts where existing visual obstructions or clutter will be removed as part of the installation of the cellular or PCS antenna structure;

CURRENT ANTENNA SITING POLICY

- d) Locating in industrial, commercial or office zoned districts where existing visual obstructions or clutter cannot be removed;
 - e) Locating in multi-family zoned districts where existing visual obstructions or clutter can be removed and where the applicant has minimized the intrusion of the antennas into useable open space; and/or
 - f) Locating in multi-family zoned districts where the applicant has minimized the intrusion of the antenna into useable open space and existing clutter or obstructions cannot be removed.
4. The petitioner must take steps to minimize the impact of the antenna structure, in addition to the aforementioned, by blending or buffering the structure into the surrounding area. Such blending or buffering may include painting the tower or antenna, reducing antenna size, collaring antennas, creatively implementing the tower into existing designs or landscapes, and/or including plantings to screen the tower and associated equipment as much as practicable.
 5. Prior to the issuance of any building permit, the Village shall determine that the new cellular or PCS station will not interfere with any Village Communication System. In addition, the petitioner must demonstrate that the proposed tower will not interfere with existing residential or commercial applications. If any interference is reported, the petitioner will investigate the cause and take actions to remedy the interference if their equipment is at fault.

ATTACHED/ROOF MOUNTED CELLULAR AND PCS ANTENNA GUIDELINES

The location of the antenna requires a special use permit as presented previously. However, in addition to the aforementioned General Guidelines, the following conditions must be met:

1. Roof-mounted antennas shall be centrally located from the edge of the building. Antennas attached to the building or other structures should be painted or otherwise treated to match the exterior of the building; and
2. The placement of antennas shall not extend more than the lesser of 10 feet above the top of the building or allowable height of structures in the applicable zoning district. Equipment shelters, structures and antennas are otherwise subject to the placement of accessory structures as regulated by the Village's Zoning Ordinance.

RESIDENTIAL SITES

Cellular and PCS service structures located in single family attached or detached zoned districts are low as priority sites. The petitioner for these sites must provide additional information for consideration by the ZBA in these areas, including: a) what publicly used buildings, co-location sites, or other preferred locations are within the geographic service area; b) show that good faith efforts and measures were taken to secure these preferred locations; c) explain why such efforts

CURRENT ANTENNA SITING POLICY

were unsuccessful; d) demonstrate that the location for the site is essential to meet the demands in the geographic area.

A petition for installation of a cellular or PCS service facility on a municipally-used structure or property shall not be considered a disfavored site and need not satisfy the aforementioned justification conditions unless so requested by the ZBA.

REQUIRED APPLICATION INFORMATION

Each petitioner for a cellular or PCS service facility shall provide a letter addressed to the Village Manager with the following information:

1. A written five-year facilities plan including a list of all existing, existing to be upgraded or replaced, and proposed cell sites within a five-mile radius of the proposed cell site. The location of each cell site should be presented on a map including the type of antennae installation (Stand-alone, roof top, tower height, etc.), the radio frequency range, and Megahertz of each existing and planned structure;
2. How the proposed facility falls within the policy guidelines established herein;
3. The location of any accessory structures for the facility;
4. If the facility is located within a disfavored location, the information required under this policy for disfavored locations; and
5. A completed petitioner for a special use permit including the necessary filing fees.

DRAFT ANTENNA SITING POLICY

VILLAGE OF HOFFMAN ESTATES COMMUNICATION ANTENNA SITING POLICY

PURPOSE

This policy pertains to the siting of communication antennas for public use including Cellular, Person Communication Services (PCS), and any other wireless technology. This policy is intended to:

1. Identify preferred locations for the installation of communication antennas in the Village;
2. Describe design guidelines for various types of antenna installations;
3. Specify the required approval process for communication antenna requests, and;
4. Stipulate general information that should be submitted for consideration of antennas requiring special use approval.

Village zoning, building and other Ordinances will dictate the technical construction and permitting requirements of the Village of Hoffman Estates. All antennas and associated equipment are subject to the site plan requirements of the Subdivision Code.

PREFERRED SITES

The following locations represent the Village's desired locations for the installation of communication antennas, in order of preference:

1. On existing public utility structures, such as water towers;
2. On existing industrial, commercial, or office buildings, where the antenna(s) can be mounted to the existing structure without the need for a pole or tower;
3. On existing multi-family or other buildings, where the antenna(s) can be mounted to the existing structure without the need for a pole or tower;
4. On existing light poles, flag poles or other structures where the total height of the pole or structure does not have to be raised more than 15 feet to accommodate the installation of the antennas.

For situations where an existing structure is not available at the petitioner's desired location or height, a solution involving alternative technology should be evaluated. This may include an outdoor Distributed Antenna System (DAS), micro-cell antennas, or other technology that can operate with antennas mounted at a height of 45 feet or less.

DRAFT ANTENNA SITING POLICY

Placing antennas on new freestanding towers or poles is discouraged unless it can be documented that all other options have been explored and are not practical for reasons other than cost.

Colocation of antennas is preferred. Any existing site or structure on which a communication antenna is currently located shall be preferred as an antenna location over any new service structure.

DESIGN GUIDELINES

The following design guidelines shall apply to the installation of all communication antennas:

1. All antennas shall be designed to be installed at the minimum functional height.
2. All antenna panels mounted on an existing structure should be buffered or screened from view to the extent possible, but in all cases shall be painted to match or complement the structure upon which they are mounted.
3. Any new freestanding pole or tower which the Village determines is justified shall be designed for the antennas to be placed in a stealth or concealed manner. The type of pole or tower, and the manner of concealment shall be determined by the Village as part of the approval process depending on the context of the site location and surrounding buildings and uses.
4. All accessory equipment related to an antenna installation shall be screened from view in accordance with current Subdivision Code site plan requirements. Ground mounted equipment shall be enclosed within a solid enclosure or building, preferably constructed of masonry or materials similar to those found elsewhere on the same or adjacent properties. Complementary landscaping may be required by the Village. Building or rooftop mounted equipment must be screened to the greatest extent feasible with materials that match or complement the building architecture. Rooftop mounted equipment shall be centrally located from the edge of the building.
5. All cables and wiring associated with an antenna installation shall be visually covered or located within the structure, pole or tower, or located underground in a manner which is not visible. The use of “ice bridges” or other exposed cable routing systems shall not be permitted.
6. The operation of any antennas shall not interfere with any Village communication system. As part of the application process, the petitioner shall demonstrate that the proposed antenna will not interfere with existing residential or commercial applications. If any interference is identified, the petitioner will investigate the cause and take actions to remedy the interference if their equipment is at fault.

DRAFT ANTENNA SITING POLICY

APPROVAL PROCESS

The requirements of Village Zoning Code Section 9-3-9 shall determine whether a communication antenna request is a permitted use or a special use.

1. For Village owned properties, the petitioner must first satisfy all Village requirements necessary for lease approval, including approval of the appropriate structural analysis, prior to applying for any required special use permit.
2. For non-Village owned properties, the petitioner shall provide a written statement from the property owner consenting to the antenna installation.
3. A building permit is required from the Village for all communication antenna installations or modifications.

APPLICATION INFORMATION

Incomplete applications will not be accepted. If, after receipt of review comments, a resubmitted application still does not address all missing or insufficient information, the petitioner will be notified in writing that the application has been denied. This is necessary for the Village to ensure compliance with FCC review time regulations. Any petitioner who has had an application denied due to missing or insufficient information can resubmit revised plans and continue to seek approval only if a written statement is provided with the submittal waiving the requirements of the FCC “shot clock” rules. Alternatively, the application process can be restarted from the beginning.

In addition to information typically required for a special use permit review, each application for a communication antenna shall include a written statement of how the proposed antenna installation meets the policy guidelines established herein and such application shall be accompanied by a deposit in an amount determined by the Village to cover the costs of a technical consultant review and court reporter.

If the proposed antenna installation does not meet all guidelines outlined by this policy, then a detailed written justification shall be provided as to why the policy cannot be met. The justification shall include:

1. What preferred location(s) are within the geographic service area;
2. What measures were taken to secure the preferred location(s);
3. A detailed explanation as to why preferred locations are not feasible;
4. Sufficient technical information to demonstrate that the proposed location is essential to meet the demands in the geographic area;
5. Sufficient technical information and a detailed explanation to demonstrate why alternative technology cannot be used to achieve the desired service level.

VILLAGE-OWNED WATER TOWER ANTENNA & DISH REQUESTS		
	ORDINANCE NO.	#
95 ASTER - PIN: 07-15-200-026		
Warner Amex-Antenna Dish	1982-1353	2
VOHE-Police	1982-1361	1
NWSMJAWA	1984-1543	1
Ameritech	1987-1825	8
Sprint PCS	1998-2974	9
Verizon	2004-3670	12
Nextel	1999-3119	9
T-Mobile	2006-3894	9
Village of Schaumburg-Data Antennas	2007-3939	2
Sprint, Clearwire - Microwave Dishes	2010-4163	2
VOHE - IS data antennas		?
TOTAL		55
5795 BEACON POINTE DRIVE - P.I.N:		
TOTAL		
2550 BEVERLY - PIN: 01-31-400-001		
Sprint - Never Installed	2974-1998	9
Sprint/Nextel Combined Antennas	2006-3827 (replaced 1997-2965)	12
TOTAL		12
3990 HUNTINGTON - PIN: 01-25-211-014		
VOHE-Police	1982-1361	1
Nextel (OneComm)	1997-2930	9
Sprint	1998-2979	9
T-Mobile	2006-3871	12
Cricket Communications	3 Proposed - DENIED in 2008	0
Sprint, Clearwire - Microwave Dishes	2010-4164	2
TOTAL		33
4690 OLMSTEAD - PIN: 02-19-119-051,052,053,054,055		
Sprint PCS	1998-3023 (replaced 1998-2978)	9
Verizon (formerly Ameritech)	2004-3671 (replaced 1997-2910)	12
T-Mobile (formerly Voicestream)	2001-3265	12
Cricket Communications	4067-2008	3
Sprint, Clearwire - Microwave Dishes	2010-4162	2
TOTAL		38
2150 STONINGTON - PIN: 07-06-102-020		
VOHE-Police	1982-1361	1
NWSMJAWA	1983-1488	1
Southwestern Bell Mobile Systems	1993-2562 Replaced by 2004-3604	9
PCS Primeco (US Cellular)	1996-2831	9
Sprint PCS	1997-2966	9
Cingular (formerly Cellular One) Removed in 2007 per PW	2004-3604	9
TOTAL		38
1355 WESTBURY - PIN: 02-19-314-016		
PCS Primeco (US Cellular)	1996-2817	9
AT&T	1996-2845	9
E-911 Antenna	2002 - Court Ordered	1
TOTAL		19

PRIVATE PROPERTY CELL ANTENNA & DISH REQUESTS				
	ORDINANCE NO.	HEIGHT	STRUCTURE TYPE	#
1702-1708 W. ALGONQUIN ROAD - FOREST VIEW SC - P.I.N.: 01-25-203-052				
Southwestern Bell dba Cellular One	2709-1995	?	Side wall of building	2 microcell
2000 WEST AT&T CENTER DRIVE - AT&T - PINS: 01-36-301-007,009,010,011,012 AND 01-36-401-003,014 AND 01-36-402-003,005,006				
Ameritech Mobile Communications, Inc.	2206-1990	107'	Monopole	1
TOTAL				
3333 BEVERLY ROAD - SEARS - P.I.N.: 01-32-100-004				
Cricket	4077-2008	101'	Rooftop	3
Sprint PCS Repealed by Ord. 4194	3223-2000	108'	Rooftop	0
SkyTel Corp.	3321-2001	113'	Rooftop	4
Sprint	4194-2010	112'	Rooftop	9 cell, 2 dish
TOTAL				18
1199 N. BARRINGTON ROAD - HOFFMAN VILLAGE SHOPPING CENTER - P.I.N.: 01-25-203-052				
Southwestern Bell dba Cellular One	2730A-1995	???	NWC Rooftop	2 microcell
TOTAL				2
1515 N. BARRINGTON ROAD - BROOKDALE LIVING - P.I.N.: 007-07-300-033				
Cricket Communications	4032-2008	133'	Rooftop	3
TOTAL				
1555 N. BARRINGTON ROAD - ST. ALEXIUS MEDICAL CENTER - P.I.N.: 07-07-300-013,024,025,026,027				
Verizon Wireless	3714-2005	75'6"	Rooftop	12
VOHE Police	n/a	112'	Rooftop	?
TOTAL				12
1585 N. BARRINGTON ROAD - DOCTORS BUILDING 2 - P.I.N.: 07-07-100-024				
Nextel Communications	3036-1998	89'	Rooftop	9
Sprint PCS	3134-1999	89'	Rooftop	9
Metricom, Inc.	3179-2000	89'	Rooftop	16
Sprint Clearwire	4145-2009	91'	Rooftop	1 dish
TOTAL				35
2300 N. BARRINGTON ROAD - BARRINGTON POINTE - P.I.N.: 06-01-200-015,031				
T-Mobile	3779-2005	103'6"	Rooftop	12
TOTAL				12
1100 BRANDT DRIVE - PLOTE - P.I.N.: 03-36-400-003,004				
Verizon Wireless	3711-2005	164'	NEW 200' Monopole	12
Ameritech Mobile Communications	2534-1993	210'	Existing 200' Monopole Replaced by NEW POLE in 2005	12??
TOTAL				12 or 24?
1125 W. GOLF ROAD - BROWN'S CHICKEN - P.I.N.: 07-16-100-012				
Southwestern Bell dba Cellular One	2852-1996	?	Rooftop	2 microcell
TOTAL				2
3110 WEST GOLF ROAD - CC FOREST PRESERVE - PIN: 06-11-400-001				
Cook County Sherriff -Emergency Communications Antenna	3550-2003	260'	Monopole	?
TOTAL				?
1050 W. HIGGINS ROAD - P.I.N.: 07-16-100-012				
Southwestern Bell dba Cellular One	2852-1996	?	Rooftop	2 microcell
TOTAL				2

PRIVATE PROPERTY CELL ANTENNA & DISH REQUESTS				
	ORDINANCE NO.	HEIGHT	STRUCTURE TYPE	#
2330 W. HIGGINS ROAD – BARRINGTON SQUARE MALL – P.I.N.: 07-07-200-246,247,248				
Ameritech	2933-1997	49'	Light pole just west of McDonalds	2 microcell
TOTAL				2
2800 W. HIGGINS ROAD – HAMILTON PARTNERS – P.I.N.: 07-08-101-020				
PCS PrimeCo L.P.	2805-1996	160'	Rooftop	9
TOTAL				9
1800 HUNTINGTON BOULEVARD – 12 OAKS – P.I.N.: 07-08-101-020				
AT&T	4234-2011	79'	Rooftop	9
				9
1840 HUNTINGTON BOULEVARD – MORNINGSIDE – P.I.N.: 07-08-101-020				
VoiceStream Wireless, Inc.	3232-2000	67'	Rooftop	12
TOTAL				12
1185 N. ROSELLE ROAD – DERBY STREET RESTAURANT – P.I.N.: 07-15-200-029				
Southwestern Bell dba Cellular One	2709-1995	?	West side of building	2 microcell
TOTAL				2
830 N. ROSELLE ROAD – ZIPPY'S - P.I.N.: 07-08-101-020				
VoiceStream Wireless, Inc.	2717-1995	?	Existing Light Pole	2 microcell
TOTAL				2
750 SALEM DRIVE - P.I.N.: 07-16-301-004				
T-Mobile Central LLC	4240-2011	54'	Rooftop	12
TOTAL				12

SCHOOL DISTRICT CELL ANTENNA & DISH REQUESTS				
CARRIER	ORDINANCE NO.	HEIGHT	STRUCTURE TYPE	#
700 COUGAR TRAIL (AKA 575 PLUM GROVE ROAD) – CONANT HIGH SCHOOL – P.I.N.: 07-14-303-002				
Sprint/Clearwire	4212-2010	103'	East light pole	11 cell 1 microwave dish
Cricket	4051-2008	104'	West light pole	3
Nextel Communications	3830-2006	92'	NE light pole	12
TOTAL				27
1100 WEST HIGGINS ROAD – HOFFMAN ESTATES HIGH SCHOOL - P.I.N.: 07-09-300-008				
Sprint/Clearwire	4202-2010 Replaced 3955-2007	94'	SW light pole	11 cell 1 microwave dish
Sprint PCS (Data Antennas)	3955-2007 Repealed by Ord. 4202-2010	90'	SW light pole	3
Sprint PCS	3316-2001	90'	SW light pole	9
Verizon	4141-2009	91'	NW light pole	12
US Cellular	3555-2003	90'	SE light pole	9
Southwestern Bell dba Cellular One	3054-1999	30'	Parking lot light pole	2 microcell
Cricket	4050-2008	104'	NE light pole	3
TOTAL				50
TOTAL APPROVED				77

HOFFMAN ESTATES PARK DISTRICT CELL ANTENNA & DISH REQUESTS				
	ORDINANCE NO.	HEIGHT	STRUCTURE TYPE	#
3600 LEXINGTON DRIVE – WILLOW CREEK RACQUET CLUB – P.I.N: 02-30-201-003				
Southwestern Bell Mobile dba Cellular One (NWC Winston Dr. & Algonquin Rd.) PIN# 02-29-304-001	2777-1995	???	Light Pole	2 microcell
T-Mobile (Flagpole Antennas)	4208-2010	100'	Stealth Flagpole	6
TOTAL				8
1701 MCDONOUGH – CANNON CROSSINGS - P.I.N: 06-09-200-020				
Cricket	4038-2008	104'	Light Pole	3
TOTAL				3
CHARLEMAGNE PARK NWC WINDEMERE LN. & ALGONQUIN RD. – PIN: 02-30-101-009				
Southwestern Bell Mobile dba Cellular One	2786-1996	30'	Monopole	2 microcell
TOTAL				2
COTTONWOOD PARK – PARKVIEW CIRCLE EAST – PIN: 07-05-102-033				
Southwestern Bell Mobile dba Cellular One	DENIED	20'	Monopole	4 microcell
TOTAL				0
650 W. HIGGINS ROAD - VOGELI PARK – PIN: 07-09-300-035				
Southwestern Bell Mobile dba Cellular One	2787-1996	20'	Monopole	2 microcell
TOTAL				2
1685 W. HIGGINS ROAD – BLACKHAWK COMMUNITY CENTER – PIN: 07-08-300-007				
Southwestern Bell Mobile dba Cellular One	2788-1996	30'	Existing light Pole	2 microcell
TOTAL				2
HILLDALE GOLF COURSE – 15TH TEE – PIN: 07-05-300-001				
Southwestern Bell Mobile dba Cellular One	DENIED	20'	Monopole	4 microcell
TOTAL				0
HILLDALE GOLF COURSE SIGN – HUNTINGTON & HIGGINS – PIN: 07-08-200-011				
Southwestern Bell Mobile dba Cellular One	DENIED	??	Existing sign	2 microcell
TOTAL				0

HOFFMAN ESTATES PARK DISTRICT CELL ANTENNA & DISH REQUESTS				
	ORDINANCE NO.	HEIGHT	STRUCTURE TYPE	#
POPLAR CREEK GOLF COURSE – NWC GOLF ROAD & MOON LAKE – PIN: 07-07-300-048				
Southwestern Bell Mobile dba Cellular One	2777-1996	?	?	2 microcell
TOTAL				2
SEMINOLE NATURE TRAIL AREA FOREST LANE & ALGONQUIN ROAD – PIN: 01-25-200-001				
Southwestern Bell Mobile dba Cellular One	Approved???	30'	Monopole	2 microcell
TOTAL				2
GRAND TOTAL				21

Village of Hoffman Estates - Communication Antenna Map



-  District 211
-  Monopole
-  Park District
-  Private
-  Water Tank

Number of Private Carriers per Site

DISTRICT 211

Hoffman Estates High School - 5
Conant High School - 3

MONOPOLE

1100 Brandt Drive - 2

PARK DISTRICT

Cannon Crossings Park - 2
Willow Recreation Center - 1

PRIVATE

3333 Prairie Stone Parkway - 3
2000 AT&T Center Drive - 1
2800 Higgins Road - 1
2300 Barrington Road - 1
1585 Barrington Road - 4
1555 Barrington Road - 1
1515 Barrington Road - 1
1800, 1840 Huntington Boulevard - 2
750 Salem Drive - 1

WATER TANK

95 Aster Lane - 6
2150 Stonington Avenue - 2
3990 Huntington Boulevard - 4
1355 Westbury Drive - 2
4690 Olmstead Drive - 5
2550 Beverly Road - 2
5795 Beacon Pointe Drive - 0

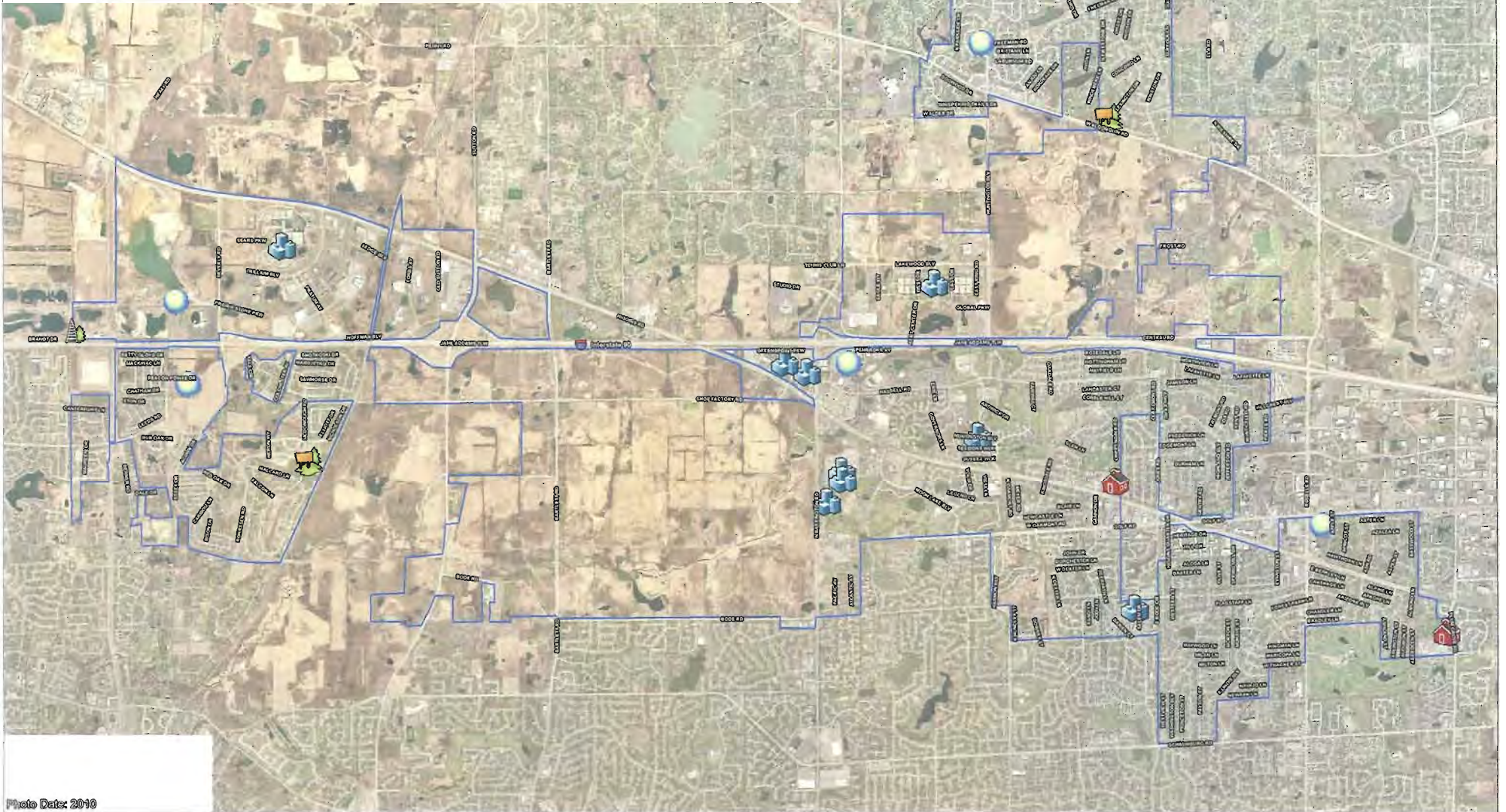


Photo Date: 2010

1 inch = 1,250 feet

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization for an EDA Contract for the installation of the Higgins Road/Prairie Stone Parkway traffic signal and miscellaneous Prairie Stone public improvements in an amount not to exceed \$594,180

MEETING DATE: November 14, 2011

COMMITTEE: Planning, Building and Zoning

FROM: *M.K.* Mark Koplin

REQUEST: Request authorization for an EDA Contract for the installation of the Higgins Road/Prairie Stone Parkway traffic signal and miscellaneous Prairie Stone public improvements in an amount not to exceed 594,180.

BACKGROUND: In 2010 and 2011, the Village undertook miscellaneous improvements within Prairie Stone that are eligible for reimbursement from EDA Bond Funds. These improvements were important to provide pedestrian connections and to provide regulatory and directional signage. Further, the construction/installation phase of the Higgins Road/Prairie Stone Parkway traffic signal will commence soon. The Village Board previously approved an EDA Contract with V3 Consultants for Phase I, II, and III engineering. Each of these projects has an EDA Bond Fund eligible component and the attached EDA Contract presents those costs for approval by the Village Board.

Pursuant to the Economic Development Agreement, which requires submittal to and approval by the Village Board, Village staff have prepared a proposed contract for wayfinding signage along Hoffman Boulevard, Prairie Stone Parkway, and Pratum Avenue. The work, considered EDA eligible, is consistent with previous public infrastructure EDA Contracts approved by the Village since inception of the EDA.

Project costs, as defined in the Economic Development Agreement, include "construction of the Public Improvements". These improvements are specifically referenced in Exhibit I, Section E.b and c under Phase II Development Public Site Improvements - Roadways. Costs related to the improvements in the right of way are considered reimbursable from the Junior Lien Bond Funds, which have been previously used at the discretion of the Village for public right of way improvements, such as traffic signs, street lights, road design changes, etc.

A copy of the EDA Contract was placed on the Trustees' table on November 10, 2011.

DISCUSSION:

Each of the projects is described below.

- ◆ *Prairie Stone Parkway crosswalk.* In 2010, the Village added a crosswalk to the Prairie Stone Parkway median to provide pedestrian connectivity from the Prairie Stone Corporate Center to the Sears Centre Arena. The crosswalk is part of the public sidewalk system in Prairie Stone and was constructed by the Village's annual street project contractor. Design, inspection, and construction management was all performed by Village staff.
- ◆ *Sedge Boulevard sidewalk connection.* In 2011, and again as part of the Village's annual street project, two sidewalk stubs adjacent to the Sedge Boulevard cul-de-sac were constructed to provide pedestrian connectivity. This work was not completed when Sedge Boulevard was originally constructed in the mid-1990s. At that time, the Master Plan of Prairie Stone showed Sedge Boulevard continuing with a bridge over the wetlands to the eastern portion of Prairie Stone. That plan was subsequently amended. Again, design, inspection, and project management were performed by Village staff.
- ◆ *Regulatory and directional signage.* The Village added signs directing traffic to the adjacent State routes and Tollway in 2010. These signs are located in the right of way.
- ◆ *Prairie Stone Parkway/Higgins Road traffic signal.* The Village Board awarded a contract to V3 in 2010, for Phase I and II (design/engineering) and Phase III (construction services) for this traffic signal. Now that IDOT has granted approval, this project will continue into the construction phase. The Village Board awarded a contract Thorne Electric for the traffic signal and intersection lighting. Two amendments to the V3 contract were necessary to add the design of intersection lighting and to prepare bid packets and review bids. This portion of the EDA Contract includes amendments #1 and #2. In addition, ComEd required an upfront deposit to provide electrical connections to the traffic signal. Overall project coordination has been and will continue to be performed by the Village's Transportation and Engineering Division.

Most of the EDA Contracts approved by the Village have been submitted by Sears, who has constructed improvements as the Village's agent. For this EDA Contract, the Village coordinated and directed efforts directly without the use of Sears or ConopCo as our agent.

It is noted that the EDA Contract also includes the standard project management fee. In this case, this fee is directed to the Village for our coordination and staff time and resources devoted to the projects. We also included the typical contingency. A description of each of the specific components of the proposed EDA Contract follows.

A. *Village of Hoffman Estates (Arrow Road Construction)*

Install a crosswalk to the Prairie Stone Parkway median to provide pedestrian connectivity from the Prairie Stone Corporate Center to the Sears Centre Arena.

The total amount of this subcontract is \$15,479.

DISCUSSION: (Continued)**B. Village of Hoffman Estates (Schroeder Road Construction)**

Two sidewalk stubs adjacent to the Sedge Boulevard cul-de-sac were constructed to provide pedestrian connectivity.

The total amount of this subcontract is \$6,287.

C. Village of Hoffman Estates (Public Works Department)

Miscellaneous regulatory and directional signage fabricated and installed by the Village's Public Works Department.

The total amount of this subcontract is \$5,840.

D. Thorne Electric

Installation of traffic signal and intersection lighting.

The total amount of this subcontract is \$442,312.

E. V3 Consultants

Amendments #1 and #2 to the engineering contract for the traffic signal at Prairie Stone Parkway and Higgins Road.

The total amount of this subcontract is \$13,479.

F. ComEd

Electric service for the Higgins Road/Prairie Stone Parkway intersection traffic signal and lighting.

The total amount of this subcontract is \$7,661.

G. Project Management Fee

The Village directed and coordinated each of the above projects. The standard 10% fee for managing the projects from inception through completion is included.

The total amount of this subcontract is \$49,106.

H. Contingency

A standard 10% contingency is included.

The total amount of this subcontract is \$54,016.

RECOMMENDATION:

Recommend authorization for an EDA Contract for miscellaneous Prairie Stone public improvements in an amount not to exceed \$594,180 with:

RECOMMENDATION: (Continued)

- A. Village of Hoffman Estates (Arrow Road Construction) in the amount of \$15,479.
- B. Village of Hoffman Estates (Schroeder Road Construction) in the amount of \$6,287.
- C. Village of Hoffman Estates (Public Works Department) in the amount of \$5,840.
- D. Thorne Electric (Wheaton, IL) in the amount of \$442,312.
- E. V3 Consultants (Woodridge, IL) in the amount of \$13,479.
- F. Village of Hoffman Estates (previously paid to ComEd) in the amount of \$7,661.
- G. Project management fee in the amount of \$49,106.
- H. Project contingency of \$54,016.

For a total not to exceed \$594,180.

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

**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE
NOVEMBER 14, 2011**

PLANNING AND ZONING COMMISSION

October 19, 2011 Meeting

- North Star Land Trust #11-5146 (owner) and 2550 Hassell Road LLC (contract purchaser), 2550 Hassell Road, Final Plat of Subdivision and Final Site Plan Approval & Special Use for proposed funeral home - *Approved*

November 2, 2011 Meeting

- Meeting Cancelled

November 16, 2011 Meeting

- Request by the Village of Hoffman Estates to consider a text amendment to Section 9-2-1 (Definitions - Home Occupations) of the Zoning Code.

December 7, 2011 Meeting

- No Petitioners Scheduled Yet

CURRENT ACTIVE PROJECT REVIEWS

These items are actively under review as part of a formal process

- Beverly Properties, Beverly/Higgins Roads – Annexation Agreement Amendment and Site Plan for apartments
- Strawberry Hill Shopping Plaza - Site Plan Amendment for site improvements and Master Sign Plan
- Land Rover, 1051 Higgins Road – Façade renovation and Signs
- Barrington Square Town Center - Site plan modifications
- Former Myoda, 1070 Roselle Road - Demolition and site plan for a bank
- Bosch Rexroth, 5150 Prairie Stone Parkway – Site plan for wind tower
- ABBHH, 1650 Moon Lake Boulevard - Master Sign Plan and Site Plan Amendment for miscellaneous site improvements
- Shell Gas Station/Car Wash, W. Golf, Site plan amendment for accessory car wash building
- Barrington Lakes Apartments – Site Plan Amendment and Variation for fencing

ANTICIPATED UPCOMING PROJECTS

These items are in preliminary discussions and/or expected to proceed with a formal process in the near future

- Audi Car Dealership, former Village police building, site-plan for redevelopment
- Former Shell Gas Station, 2599 W. Higgins - Site plan for redevelopment and Special Use for service station
- Bradwell Parcel – Annexation, site plan and subdivision for single family homes
- HE Park District Prairie Stone Wellness Center – Master Sign Plan
- HE Park District – Text Amendment for signs
- Ryland Homes, Beacon Pointe Phase 2 – Subdivision and site plan for single family homes
- Marathon, 1300 Higgins Road - Site plan amendment for site improvements and Master Sign Plan
- Discussion on Village policy and regulations for communication antennas
- Potential Text Amendment regarding the regulation of wind turbines on residential and commercial properties

POTENTIAL FUTURE DEVELOPMENTS

The following properties have been the subject of recent discussions regarding possible future development – some efforts are geared toward marketing the properties and others are considering possible plan submittals.

- *Barrington Square Town Center* – discussions are occurring with various owner consultants who are preparing marketing and financial plans to design a redevelopment plan for the former Menards area and the vacant outlots with uses appropriate in the B-2 Business District.
- *Vacant Beacon Pointe Phase 2* – discussions are occurring with both the residential and commercial owners regarding the issue of development timing related to the future Shoe Factor Road project
- *Vacant Fountain Crossings properties* – discussions continue primarily with the bank that owns 15 acres north of the Menards property.
- *Vacant parcel on Barrington Road between Golf and Bode Roads (17 acres)* – inquiries have been made regarding possible alternative land uses for this B-2 Business zoned property.
- *Vacant parcel at Ela and Algonquin Roads (40 acres)* – a residential developer has made inquiries about this property, which is zoned R-4 One Family Residential.
- *Beverly Gravel Pit Property* – discussions are ongoing with the owner regarding potential future development projects beyond the currently proposed apartment project.
- *Various Prairie Stone Properties* – Planning staff continues to work with the Economic Development by participating in discussions with land owners and potential developers of various uses that would be appropriate in the 59/90 Entertainment District. This includes primarily properties at the intersection of Hoffman Boulevard and Route 59, and the vacant parcels to the east and west of the Sears Centre Arena. A primary goal is to find uses that complement the Arena and will attract more visitors to the area.

CONSTRUCTION INSPECTIONS AND MONITORING

Planning staff assists with landscape inspections, general project management, reviewing proposed field changes and generally overseeing the phasing of various developments. These projects are currently active.

- Morizzo Funeral Home, 2550 Hassell Road – contractor is mobilizing to start site work
- St. Alexius Medical Center – building and parking expansion (ongoing monitoring)
- Alexian Brothers Behavioral Health Hospital – site improvements (ongoing monitoring)
- Shree Jalaram Temple – building and parking expansion (parking lot work being completed)
- Heidner Retail Buildings at Barrington and Hassell Roads – (ongoing monitoring)
- 31 Golf Center, Royal Steak & Seafood Buffett - Site plan modifications along building frontage
- Dino Alex Retail Building at Golf and Roselle Roads – final site work being finished
- Hoffman Village Shopping Center – ongoing construction coordination
- Former Village Police building – assisting with demolition coordination

RESIDENTIAL SUBDIVISIONS

There are currently no active residential subdivisions being constructed. Planning staff has been actively involved in working on these projects, which are in various stages of completion.

- *Beacon Pointe Phase 1* – Subdivision has been accepted and is the maintenance phase.
- *Beacon Pointe Drive extension* – Staff is working with Engineering to get the road and landscaping 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* – Subdivision improvements are ongoing.
- *Yorkshire Woods* - Staff continues to work with the Engineering Division to have the bonding company complete all outstanding issues and finish this subdivision.
- *Autumn Woods* – The property has been consolidated into one large parcel and the developer is marketing the property for sale.

GENERAL ACTIVITIES

General Planning Efforts – A representative of the Planning Division is participating in the newly formed *Into the Future Committee* whose role is to brainstorm on services, marketing and communication strategies that will help the Village connect more strongly with current and future citizens.

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

Planning staff is continuing to work with the Transportation and Engineering Division on Canadian National Railroad improvements, including the design for a new sound wall. Planning is also assisting with discussions regarding the Hassell Road project, Tollway widening, and several bike route/path projects.

The Planning Director and Planning Services Coordinator participated in interviews for the Senior Transportation Engineer and Customer Service Representative-Front Counter positions.

Websites – Planning staff continues to regularly update the Planning, CDBG, Census, Green, Grants, and Economic Development portions of the Village website. Upcoming efforts will involve changes related to the new Planning and Zoning Commission. Planning staff continues to create the graphics for events and perform all regular updates to the Village's www.visithoffman.com tourism website, where detailed information can be found on events, dining, lodging, entertainment, and shopping opportunities.

Economic Development/Marketing/Promotional Items

- Planning staff continues to work with the Economic Development Division on marketing and branding for the Poplar Creek at 59/90 Entertainment District. Several potential new developments have been discussed with property owners and staff is working to try and facilitate these projects. Certain properties are in the foreclosure process, which has significantly hampered the potential for development to proceed.
- Staff continues to participate in discussions regarding the potential new shopping promotions in the Village. A Shop Hoffman Holiday weekend has been scheduled for December 9, 10 & 11. Planning staff has designed a web page, flyer and a poster as promotional materials for the event, and continues to update the Visit Hoffman website with special sales/promotions as they become available. Planning continues to work with staff from other Divisions/Departments cooperatively on this effort.
- Staff continues to provide significant assistance with the Shop Local program, including development of comprehensive tools and information on the Visit Hoffman website.

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 Business Recognition Program - The Green Business Recognition Program launched in early March 2011 and ten applications for recognition have been submitted. The first *Green Businesses* were announced in early July via a press release and a posting on the Village website (Green Page). The application for green business recognition is located on the Village's website on the *Growing to Greenness* page or the *Business* tab on the main page. Bosch Rexroth applied for Green Business Program recognition and will be reviewed at the November 14th Green Initiatives Commission.

Awards and Activities - The Village was awarded the 2011 Illinois Governor's Sustainability Award on October 27th at a ceremony in Champaign, Illinois. Ashley Monroe attended the awards luncheon to accept on behalf of the Village. On October 10th, Ashley Monroe accompanied Mayor McLeod on a tour of the Leopardo Companies, Inc. facility during presentation of their Green Business recognition certificate. Ashley also coordinated the Smart Grid informational

workshop for Village staff and commission members, held October 12th at the Village Hall as a component of the Local Energy Assurance Planning Grant. Ashley Monroe attended the October 18th meeting at SWANCC.

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 has been notified that its Program Year 6 allocation will be \$272,165, which is approximately 17% less than the previous year due to federal budget reductions. As part of the 2011 Annual Action Plan, the funds will be allocated based on Village funding priorities. Staff entered information in the database to report on the activities in the current program year. Staff prepared and provided HUD all required quarterly and bi-annual reports.

5-Year Consolidated Plan and 2011 Annual Action Plan - Staff completed the draft five-year Consolidated Plan 2011-2015 that includes the 2011 Annual Action Plan. This Plan will address Village program goals for the next five years. The Plan was sent to HUD and to be reviewed by their staff prior to the upcoming Program Year, which began October 1st. Staff received the letter HUD sends each year stating acceptance of the Village's Plan. To prepare for the program year, Staff entered activities for the upcoming program year into the HUD database.

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 22 projects have been completed since 2006. Several households are on the current waiting list and three are completing the construction stage. Staff continues to coordinate and work with NWHP on current and potential projects. A revised contract was agreed upon by the Village Board in September 2011.

Infrastructure Improvements – Staff is working with Novotny consultants, on Phase II of the Barrington Square neighborhood lighting improvements. The Village received bids for the installation of light poles on August 15th and the proposed bid was brought to Committee on August 22nd. A pre-construction meeting was held in October and construction is planned in 2012.

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 search for and investigate new grant opportunities through a variety of sources. Ashley Monroe is working with facilities maintenance staff to determine if planned capital projects are eligible for state funding assistance. The most recent expenditures of these grants was recorded in the Grant Summary provided in August, 2011 and a full spreadsheet of all grants is available at www.hoffmanestates.org/grants.

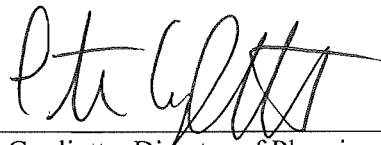
LEAP Grant - Staff continues to work with the consultant and other Village Departments to complete projects.

CPPW Grant - Planning staff is assisting the Transportation Division on the grant for bike route signs, the creation of a complete streets resolution and updates to the Village subdivision and other development codes. Peter Gugliotta is participating as a member of the Steering Committee for this project. A Complete Streets resolution was approved by the Transportation and Road Improvement Committee meeting in October. Staff is working on draft code revisions to supplement the Complete Streets goals described in the resolution and will bring the draft changes to Committee in upcoming months. Bike route signage has completed installation.

TIGER III Grant - Planning assisted the Transportation Division with the final application (submitted October 31) for assistance with the Barrington Road full interchange project.

RTA Flexible Transit Service Operations Study Grant - Planning staff is working with the Transportation Division to manage the consultant who has been hired to complete the work on this grant. The consultant has set up kiosks in the Village Hall, Triphahn Center, Hassell Road Library and Prairie Stone Wellness Center to let people take an online survey about transportation needs and habits in the Village. The survey is also available at www.landvision.com/hoffmanestates.

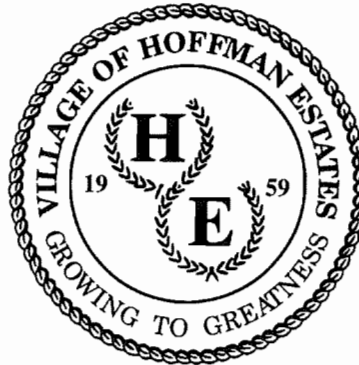
A copy of the current grant summary document is attached.



Peter Gugliotta, Director of Planning Division

Village Grant Summary Information (current as of October 2011)

ARRA Grant	Amount Received	Amount Expended	Project	Status
Energy Efficiency and Conservation Block Grant (EECBG)	\$515,100	\$322,619.93	Fund initiatives for public facilities and residents.	The Energy Assessment program continues and Code staff now BPI certified (energy certification). Parking lot lighting and Village Hall roof projects complete. All recycling containers & the hybrid vehicle purchased. Funding drawn for staff time. All projects, including those revisions approved in January 2011, have been started.
Local Energy Assurance Planning (LEAP) Grant	\$98,556	\$23,458.69	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 meetings held. Consultants have been drafting plan. Participated in regional exercise.
Communities Putting Prevention to Work (CPPW)	\$48,000 plus \$10,000 supplement	\$7,890.08	Install bike route signs, complete streets resolution, code revisions	Signage installation completed in October. Active Transportation Alliance has reviewed Code and staff has begun internal review. Some funds drawn for staff time.
Non- ARRA Grant	Amount Allocated/ Received	Amount Expended	Project	Status
Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Efficiency Incentives	\$21,319	\$21,319 (reimbursed)	Supplemental funding for multiple lighting projects funded by the Energy Efficiency and Conservation Block Grant (EECBG).	4 lighting projects have been completed and received reimbursement.
Firefighters Assistance Grant from FEMA	\$312,000	\$312,000	Purchase 13 Cardiac Monitors and Defibrillators.	Vendor selected and item brought to Village Committee on Feb. 28 th for approval to purchase monitors for \$371,925.
Emergency Operations Center – Technology Grant	\$70,000	\$62,319.02	Federal funding for technology at the new EOC, including communications and video equipment.	All equipment has been purchased.
Illinois Department of Commerce and Economic Opportunity (DCEO) Construction Grants	\$1,325,000	\$1,325,000	Reimbursement funding for construction costs at Police & EOC Building, 411 W. Higgins Rd.	Village has received all five and staff is closing out the grants.
Metropolitan Mayors Caucus (MMC)	\$29,926	\$0	Reforestation grant for planting trees to replace Ash trees to prevent infestation of Emerald Ash Borer.	Initiated reforestation. Will invoice when complete, late this fall or early 2012.
Federal Emergency Management Agency (FEMA)	\$49,760	\$0	Pays 80% of Fire Department employee physicals in 2010.	Anticipate spending in upcoming months.
Illinois Department of Transportation (IDOT)	\$50,000 (90% grant) Village share: \$5,000	N/A	Evaluation of intersection 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 2010. 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 and has been submitting information to the selected consultant in preparation for the study.



CODE ENFORCEMENT

**MONTHLY REPORT
SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE**

NOVEMBER, 2011

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

Don Plass, Director of Code Enforcement

ACTIVITIES

On October 2, 2011, Betty Melligan conducted the GiGi's Playhouse Event Inspection.

On October 15, 2011, Don Plass attended Coffee with the Board.

On October 20 and 21, 2011, David Banaszynski attended IEHA's Annual Education Conference in Peoria.

On October 24, 2011, Don Plass attended the Cook County Commissioner overview of their proposal of the Vacant Property Ordinance for unincorporated Cook County at the Village of Mount Prospect.

On October 25, 2011, Don Plass attended the Illinois Energy Advisory Council meeting in Springfield. Don represents Illinois Code Officials as a member of the Advisory Council.

On October 28, 2011, Don Plass, Ray Norton and Jeff Mattes attended the Suburban Building Officials Conference (SBOC) meeting which was held at the Elk Grove Village Carpenters Training Hall. The program included hospital alterations with protecting the health/welfare of patients, OSHA rules for residential construction, Building Performance Institute (BPI) regarding the building envelope.

EMERGENCY CALL OUTS

On October 18, 2011, Jeff Mattes was called out to a garage fire at 520/540 Decatur St.

On October 24, 2011, Jeff Mattes was called out to a garage fire at 420/430 Western St.

DEMOLITION PERMITS

On October 20, 2011 the demolition permit was issued for 1200 Gannon Dr., the former Police Station.

CONSTRUCTION INSPECTIONS

Inspections performed:

Structural	144	Fences	4
Electrical	28	Roofing/Siding	22
Plumbing	29	Patios/Driveways	91
Mechanical	41	Decks	0
Other	2	Sheds	4

FIRE INSPECTIONS

Inspections performed:

Annual	73		
Re-inspections	156		
Business License Inspections		17	

ENERGY AUDIT TESTING

No Energy Audits were performed

BACKFLOW TESTING

129 Backflow devices were tested

CITATIONS

Priscilla Panzarella
Berkshires Apartments
Illegal dumping

Gloria Bergard
2060 Hilltop
Vacant property in disrepair

B & R General Const. Inc.
2599 W. Higgins
Failure to comply with permit

Gary Catton
1685 Bedford
Vacant property in disrepair

Anthony Kozlowski
715 Mohave
Failure to maintain house & garage

Miguel Luna
375 Newark
Vacant property in disrepair

Jaleh Pashazadeh
1120 Gannon
Vacant property in disrepair

Nipul Patel
5560 Brentwood
Obstruction of the right of way

Protium REO 1 LP
1430 Bedford
Failure to maintain house & garage

Ewa Spitza
405 Azalea
Vacant property in disrepair

Paul Stray
1165 Apple
Unapproved driveway surface

Hamid Seifi
655 N. Hundley
Vacant property in disrepair

Steve Alex
5110 Kingston
Working w/o a permit

G N C
4597 W. Higgins Rd.
Unapproved banner sign

Carole Eaton
1111 W. Sturbridge
Inoperable Vehicle

Corbin Brandenberger
1635 Dennison
Exterior Property

Govindarajan Chebrolu
1060 Harmon
Accessory Structure in Disrepair

Kris Kim
961 Freeman
Tall Grass/Weeds

CODE ENFORCEMENT MONTHLY REPORT

NOVEMBER, 2011

PAGE 5

Kris Kim
961 Freeman
Stagnant Water

Hassan Rami
2020 Shepard
Accessory Structure in Disrepair

Kris Kim
961 Freeman
Pool/Deck in disrepair

Syed Yasmien
1503 W. Oakmont
Right of Way Obstruction

James Murphy
1190 Glen Ln.
Pet Licenses

Ignacio Cortes
1982 Franklin
Inoperable Vehicle

Ocwen Loan Servicing
70 Carthage
Tall Grass/Weeds

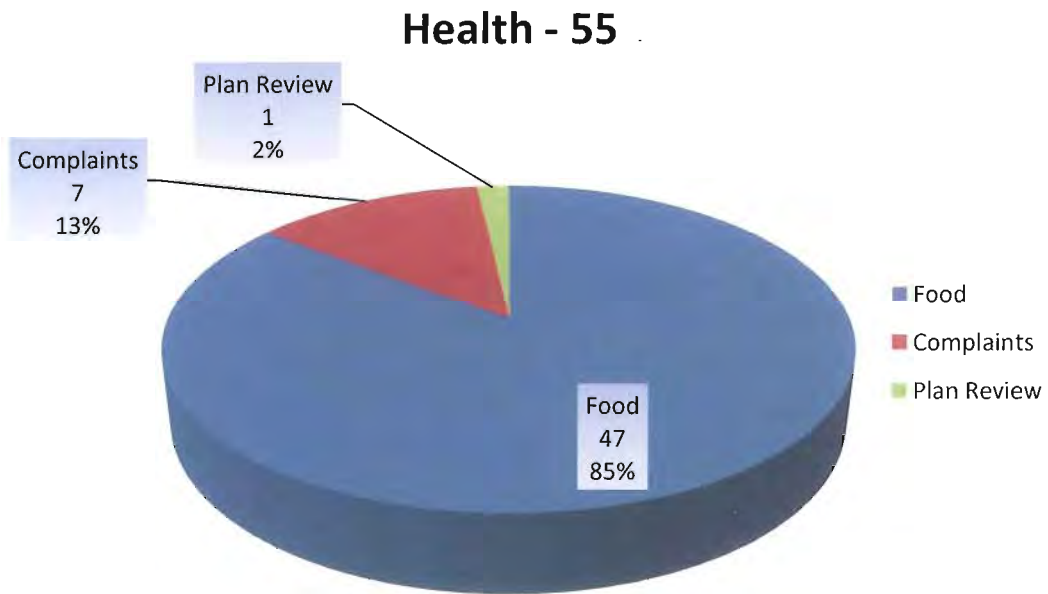
Dolores Kallhoff
735 Maple
Failure to maintain exterior

MULTI-FAMILY LICENSING REPORT

The Code and Fire inspections are ongoing.

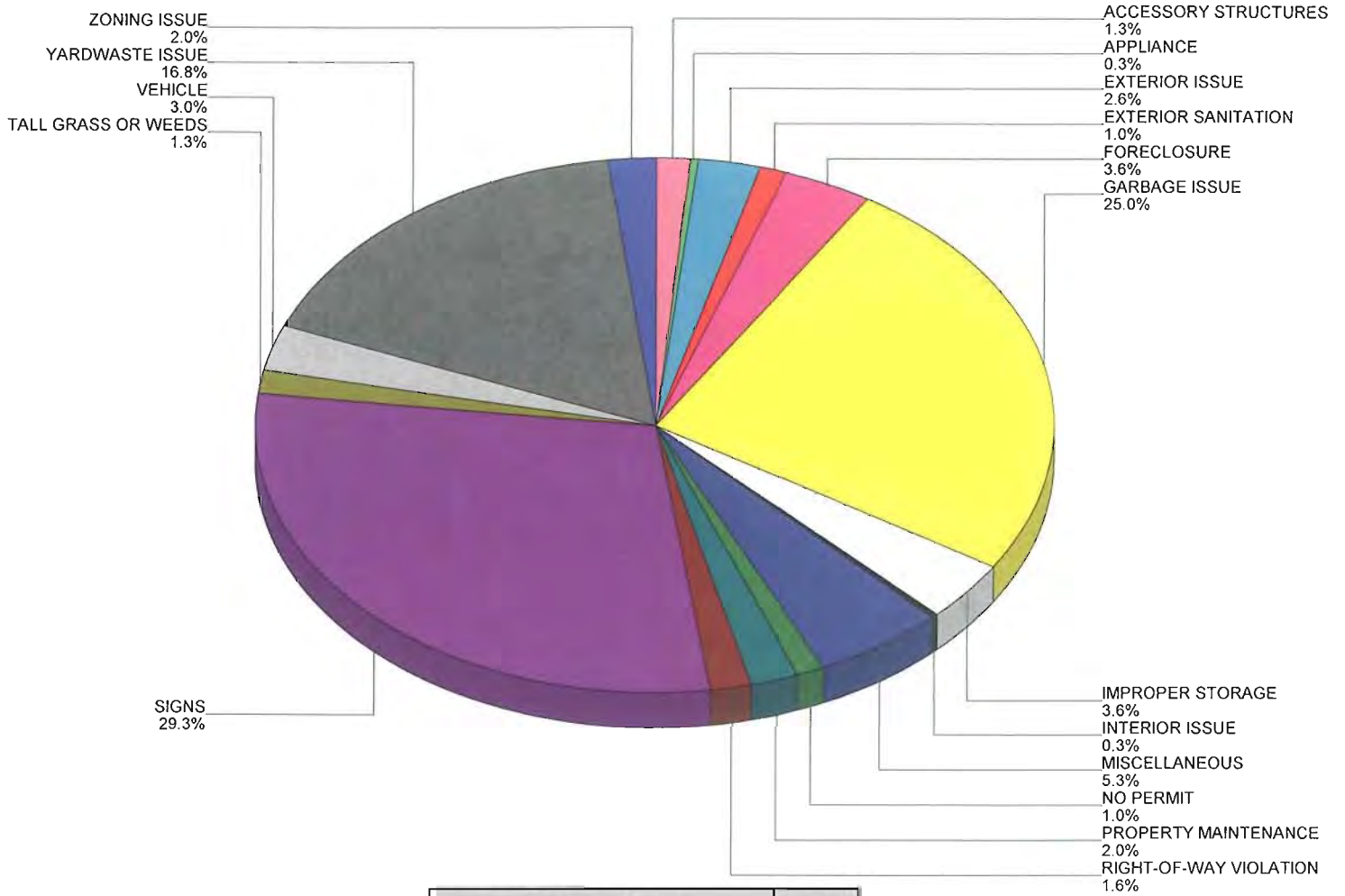
ENVIRONMENTAL HEALTH INSPECTION REPORT

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. A recall associated with prepackaged sandwiches took place. The Cook County Department of Health contacted the Health Officer to check on three facilities that might have product. Two of the three did indeed have the recalled food; the product was removed from distribution.



Activity	This Month	Year to Date
High Risk Food	46	272
Med Risk Food	0	75
Low Risk Food	1	128
Swimming Pools	0	14
Plan Review	1	31
Day Care	0	13
Complaint	7	54
Totals:	55	587

Monthly Code Violation Summary Report 10/1/2011 - 10/31/2011



Violation Type	Total
ACCESSORY STRUCTURES	4
APPLIANCE	1
EXTERIOR ISSUE	8
EXTERIOR SANITATION	3
FORECLOSURE	11
GARBAGE ISSUE	76
IMPROPER STORAGE	11
INTERIOR ISSUE	1
MISCELLANEOUS	16
NO PERMIT	3
PROPERTY MAINTENANCE	6
RIGHT-OF-WAY VIOLATION	5
SIGNS	89
TALL GRASS OR WEEDS	4
VEHICLE	9
YARDWASTE ISSUE	51
ZONING ISSUE	6
TOTAL	304

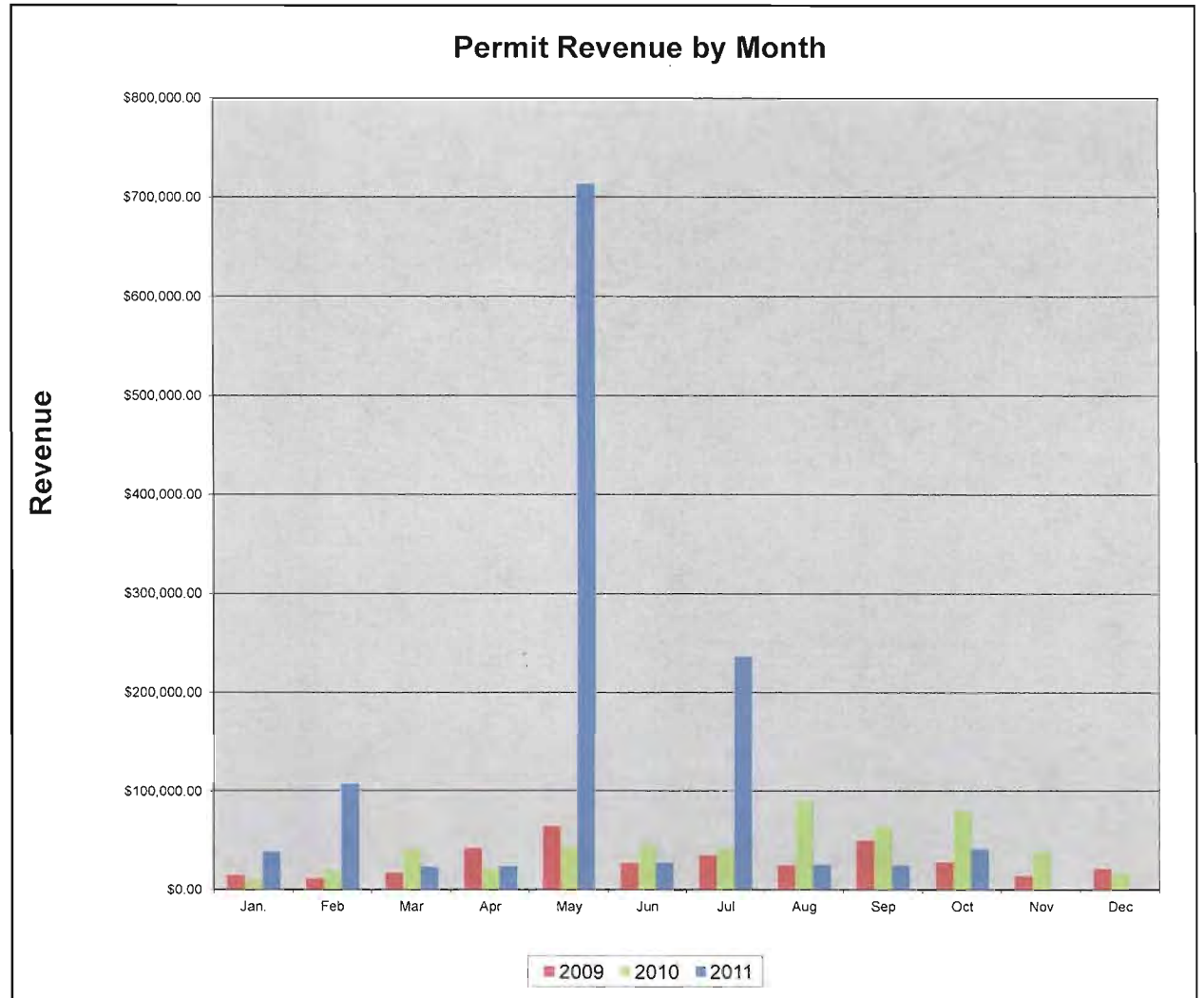
PERMIT REPORT

DESCRIPTION	2010 YEAR-TO-DATE # OF PERMITS (not including current month)	2010 OCTOBER # OF PERMITS	2010 TOTAL YEAR-TO-DATE # OF PERMITS	2011 YEAR-TO-DATE # OF PERMITS (not including current month)	2011 OCTOBER # OF PERMITS	2011 TOTAL YEAR-TO-DATE # OF PERMITS
Business Remodeling	67	10	77	58	12	70
Demolition	1	1	2	2	1	3
Driveways	216	23	239	164	19	183
Electrical	62	10	72	74	9	83
Fences	125	16	141	96	14	110
Mechanical	131	22	153	135	16	151
Miscellaneous Permits	151	13	164	175	40	215
Multi-Family Remodeling	2	0	2	4	1	5
New Business	1	1	2	0	0	0
Plumbing	166	16	182	192	18	210
Pools - Above Ground	11	0	11	7	0	7
Pools - In-Ground	1	0	1	0	0	0
Residential Decks	37	4	41	48	5	53
Residential Patios	124	8	132	108	6	114
Residential Garages	3	0	3	3	3	6
Residential Remodeling	92	16	108	78	15	93
Residential Sheds	41	5	46	25	4	29
Roofs/Siding	1658	235	1893	487	70	557
Signs	72	9	81	72	17	89
Single Family Residences	10	0	10	2	0	2
Automatic Fire Alarms	0	0	0	30	4	34
Other Fire Suppression Systems	0	0	0	6	1	7
Fuel Storage Tanks	0	0	0	1	0	1
Hood & Duct Mechanical	0	0	0	0	2	2
Hood & Duct Suppression	0	0	0	5	1	6
Open Burns	0	0	0	3	0	3
Automatic Sprinklers	0	0	0	31	10	41
Temporary Heating	0	0	0	0	0	0
Lock Boxes	0	0	0	9	0	9
Pyrotechnic Displays	0	0	0	0	0	0
TOTALS	2971	389	3360	1815	268	2083

2011 Budget: \$550,000.00

Year	2009	2010	2011
Jan.	\$14,988.31	\$9,880.67	\$38,524.80
Feb	\$11,279.07	\$19,712.60	\$106,450.76
Mar	\$17,251.32	\$41,163.02	\$22,936.21
Apr	\$41,817.20	\$20,664.39	\$23,549.25
May	\$64,316.18	\$42,397.85	\$713,229.70
Jun	\$26,933.37	\$44,626.83	\$27,389.90
Jul	\$34,829.98	\$41,530.49	\$236,101.48
Aug	\$24,545.20	\$90,310.95	\$25,465.02
Sep	\$50,185.27	\$63,302.03	\$24,462.21
Oct	\$27,638.81	\$79,677.79	\$41,035.00
Nov	\$14,108.80	\$38,217.49	
Dec	\$21,103.98	\$16,576.60	
Revenue	\$348,997.49	\$508,060.71	\$1,259,144.33

Permit Revenue Comparison



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

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

GENERAL

- ◆ Meeting with Director of the Workforce Board of Northern Cook County. Discussed options to support interns for the Golden Corridor Manufacturing Group and other potential resources.
- ◆ Considerable exploration (multiple meetings) for Hoffman Estates to host a small food industry trade show and chef's fest in Hoffman Estates in October 2012. It would have some connection and synergy with Chef Patrick Gaut from Angouleme, France.
- ◆ Meetings to deal with Firestone and Myoda easement resolution to proceed with possible stoplight on Roselle Road between Golf and Higgins Roads.
- ◆ Meeting with State Representative Mussman, CMAP staff, and a residential broker to learn about an employer assisted housing program.
- ◆ Attendance on behalf of the International Economic Development Council (IEDC) to attend and report on the University Economic Development Association (UEDA). The conference presented how higher education works with economic development entities, including municipalities.
- ◆ Meeting with Ryan Smith to explore avenues to work collaboratively on Sears Centre Arena sponsorships and suite leasing.
- ◆ Attendance at a manufacturing internship graduation ceremony at Sandvik Coronet that was primarily sponsored by the Golden Corridor Manufacturing Group.
- ◆ Meetings to discuss the formation of a Barrington Town Center TIF with ownership's TIF consultants.
- ◆ Meeting and directing individuals wanting to start new businesses and/or upgrading existing businesses to local resources.
- ◆ Considerable efforts to work with the Saddle Room entrepreneur to find out the current owner of Parcel 12 (8 acres between Sears Centre Arena and Cabela's) in order to buy his 2+ acres and build a restaurant/OTB. Also, referred him to Cabela's contact to explore another option.
- ◆ Updated the retail listing on the Village's website.

OFFICE/INDUSTRIAL

- ◆ Outreach visit to Clover Technologies Group, a 6,000+ employer in Hoffman Estates. They are the largest printer cartridge refiller in the world and have won numerous environmental awards.

- ◆ Corenet meeting to network with office site selectors, brokers, and other members in the Chicago area.
- ◆ Met with Tate & Lyle to explore a temporary kitchen until their tenant improvements are completed. Toured the former Fire Station 24, which they declined. Staff provided 4-5 other options for their temporary need.
- ◆ Consistent coordination and collaboration with NSK America regarding their open house and grand opening celebration on November 1.
- ◆ Planning for a broker open house at the Greenspoint office complex in conjunction with Hamilton Partners.
- ◆ Coordination with School Districts 21, 214, and 150 and the FMA in Rockford, IL, to sponsor students to attend the Fab Tech trade show at McCormick Place on November 17.

RETAIL

- ◆ Visited with the principal/owner of the Stone Eagle Tavern in Rockford, IL. He will be remodeling the drive-thru building on Parcel 24 at 59/90. He has a very unique restaurant in a museum concept and should be well received in Hoffman Estates.
- ◆ Sent letters to all shopping center owners requesting that they send a letter to their tenants asking them to participate in a Shop Hoffman for the holidays. A special "sales" weekend on December 9-11, has been selected to further promote the campaign. Stores having sales that weekend are instructed to send their sales information for display on www.visithoffman.org.
- ◆ Follow-up calls and visits to various retailers to confirm the receipt of the letter and inquire about their participation stature.
- ◆ Office and field meeting with potential tenant for the former Michael's Crafts location in Golf Center Shopping Center. Staff reviewed various code issues and major obstacles to a lease contract. Certain issues will be considered for TIF assistance to assist in significant retail tax producer.
- ◆ Member of the ICSC retail Idea Exchange Planning Committee for a March 2012 program.
- ◆ Met and coordinated site visits with three different gas station/convenience store operators for Parcel 23. Access to the site is an issue.
- ◆ Attendance and retain recruitment at the ICSC Dealmaking show at Navy Pier in Chicago.
- ◆ Coordination and lead referral to the owner of the former Metropolis Grill regarding new tenant and local information. He is located in Los Angeles, CA.

TOURISM**Sears Centre Arena:**

- ◆ Continue outreach to booked events at the SCA to capture housing opportunities.
- ◆ Slaughter - Met with new General Manager Jeff Sedivy (previously the driving force behind the Kane County Cougars) to pass along contacts for housing, food sponsorships, and potential theme night sponsors.
- ◆ Big Ten - Met with Executive Committee for Big Ten 2013, and reviewed Hotel Committee findings. Plan to create a "FanFare" booklet allowing low cost ads/sponsorships to Hoffman Estates hotels and restaurants in an effort to raise money to support shuttle program during event. Conducted site visits with every full service hotel that had bid for team lodging.
- ◆ Sports Council - Met with governing board of directors of the Sports Council to review Hotel Committee findings for Big Ten and ideas for recruiting volunteers from area community colleges and high school athletic departments to create a workforce for future events.
- ◆ Guest speaker at Harper College Hospitality Management class. Reviewed the Big Ten bid from concept to success in capturing the event. Asked students to join the volunteer workforce we are creating to support large scale sporting events at SCA.
- ◆ Provided introduction and contacts for Brad Cranston at SCA to reach Alexian Brothers Health Network for future strategic partnerships.
- ◆ Met with Event Bonus - Vendor who determines core audience and through electronic marketing can guarantee attendance at events. Want to utilize to ensure ticket sales for Chicago Invitational Basketball Tournament and exploring costs for event organizer's consideration.
- ◆ Met with Wrestling and Football Coach at Hoffman Estates High School to recruit potential volunteers for the Sports Council for future SCA sporting events. Also working on their annual community service project for December.
- ◆ Met with Sister City Commission to review potential event for SCA and bringing area restaurants and trade show exploring dining options, determining if the suggested event will be embraced by the Village and several other Commissions. Brought research from efforts to organize Chef's Fest with regional Convention Bureau for 15 years and Prairie Center for the Arts backstage Cabaret event for 10 years that also gathered area restaurants offering samplings.

Hotel Stakeholders and Hospitality Partners:

- ◆ Hosted hotel sales leaders at luncheon meeting to view Royal Seafood Buffet to discuss creating lodging opportunities, rate bids for International Hockey Tournaments, 6 month lodging needs for Chinese exchange students from Einstein Academy in Elgin (30-60 students for 3-6 months), Big Ten Fan packages to draw occupancy back to Hoffman Estates hotels for Big Ten Tournament. Solicited Sears Holdings Corporation pickup numbers for 2010 and year-to-date for 2011 to assist in quantifying loss should Sears Holdings relocate.
- ◆ Successful in having Cabela's Nebraska home office reach out to every hotel in Hoffman Estates with an RFP that would place them in the preferred lodging partner spots on the Hoffman Estates store website. Each property received the RFP and is up to each to determine if they want to offer a special rate or features to capture Cabela's travelers.
- ◆ Working with Diane at Cabela's to develop the Wreaths for Hero's Program for December. Contacting area school districts to ask they take on an arts project to create 6,500 stars decorated by school students that would decorate the Cabela's Holiday Tree honoring the Veterans that have served from Illinois. Introduced Diane to Warriors Watch, Heart of a Marine Foundation, AT&T Military Employee Resource Group, Beth Raffety, and several others to create programming during the event. Assisted in promoting attendance for new ladies events at Cabela's (Guns and Gals - an informative look into handgun safety).
- ◆ Attended the Northern Illinois Tourism Bureau Summit in Sycamore. Brought back ideas to assist the Stonegate in creating a revenue stream with event ideas aimed at adult audience that have been successful even in rural areas and meeting with Stonegate management to present concepts.
- ◆ Provided Hoffman Estates Park District with Star Reports to determine market share and top/targeted account recaps to assist in their efforts to add a Fairway Suites to the newly rebranded Bridges at Poplar Creek. Gave them insight into brand representation already in our market to aid in determining a brand affiliation for their Fairway Suites that would yield the greatest ROI by bringing in a new contribution instead of splitting existing reservation contributions by replicating existing brands like Hilton, Hyatt, and Marriott.
- ◆ Solicited rates to include rebate for Hoffman Estates Park District to begin International Hockey Tournaments.
- ◆ Solicited rates from area hotels for the Honors Skate 2012 bid packet for SCA.

Business Retention:

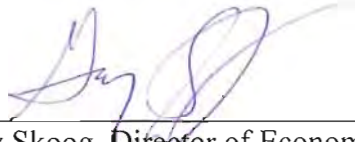
- ◆ Attended AIRE Trade Show and made contacts with developer representing Joe Burelli property. Discussed idea of changing theme to Sports Complex instead of Waterpark Hotel. Follow-up meeting with additional principals involved with the Burelli land - all parties interested in meeting with Dream Team Basketball, Mustangs Soccer, HEAA, and Dr. Patel's Cricket program. Requested all potential users define their field/indoor needs so developer could appreciate scope of proposed facility. Introduced all contacts to Gary Skoog for his follow-up.

- ◆ Met with Grand Sports Arena to ensure they are code compliant and moving forward with their plans to improve the facility. Met with Village Manager to determine what Grand Sports needs to do to remain compliant and seek amendment of “special use” restrictions that reduced the occupancy to 300 and business license to 1:00 a.m. Once they renovate the facility, the Tourism Office can bring potential users to their attention. Future meetings turned over to Gary Skoog for follow-up.
- ◆ Ongoing meetings with Shop Local Committee, facilitating rollout of opportunity to have each unique holiday sales offering listed on the Tourism website, hand delivering letters, flyers, and recap sheet to every retail, restaurant, attraction, strip center, and outlot businesses to encourage they all participate in the Holiday promotion weekend (December 9-11, 2011).
- ◆ Shop Local - Brought the Shop Local message to Lakeview School’s Ocktoberfest - distributed Shop Local flyers and 20 shop local bags. Provided Shopping Guides and Visitor Guides for this family festival in the school parking lot. Joined by the Chicago Express and Chicago Slaughter.
- ◆ Participated in weekend Shop Local events at Golf Center. Connected Underground Sports to area hotels and Hoffman Estates Police Department Explorer Program. Walked the shopping center with Chamber Executive Director encouraging every store in the shopping center to join in the weekend festivities by creating in store promotions to capture additional traffic.
- ◆ Attended ribbon cutting for Royal Buffet - Connected the restaurant management to Hoffman Estates hotels for meeting space referrals. Brought contact information to Schaumburg hotels along Roselle Road to encourage shuttling their guests to Royal Buffet. Meeting with General Manager to bring contacts for top/targeted businesses for direct mail outreach.
- ◆ Met with local contact for “Clipper Magazine” to encourage their outreach to individual strip centers offering affordable direct mail opportunities to capitalize on Village “Shop Local” campaign.
- ◆ Attended “Girls and Guns”, an after hours networking event hosted by Cabela’s in an effort to bring hotel sales leaders into Cabela’s to spur package ideas.

Hoffman Estates Chamber of Commerce

- ◆ Attended Chamber Board meeting - presented Shop Local program and flyers.
- ◆ Attended Chamber Government Relations Committee meeting to hear keynote speaker from Illinois Retailers Association discuss trends and solutions for retailers through this economy. State-wide ban on plastic bags may happen. Heard issues they are fighting on behalf of retailers, such as bank fees etc.

- ◆ Met with Bank of America, who is offering to reduce credit card processing fees for hotels, restaurants, and retailers through innovative software.
- ◆ Attended Chamber of Commerce Fashion Show and NSK ribbon cutting.



Gary Skoog, Director of Economic Development