

AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
February 11, 2013

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 - January 14, 2013

NEW BUSINESS

1. Request approval of a resolution authorizing the execution of a local technical assistance grant memorandum of understanding between the Village of Hoffman Estates and the Chicago Metropolitan Agency for Planning.
2. Request acceptance of Department of Development Services monthly report for Planning Division.
3. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
4. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

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

January 14, 2013

I. Roll Call

Members in Attendance:

**Karen Mills, Chairperson
Ray Kincaid, Vice Chairperson
Gary Stanton, Trustee
Jacquelyn Green, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
William McLeod, Village President**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Patrick Seger, Human Resources Mgmt. Dir.
Bob Gorvett, Fire Chief
Michael Hish, Police Chief
Monica Saavedra, Assistant Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Bruce Anderson, Cable TV Coordinator
Doug Schultz, Community Relations Coord.
Bev Romanoff, Village Clerk
Patricia Cross, Assistant Corporation Counsel
Ben Gibbs, GM of Sears Centre Arena
Nichole Collins, Emergency Management Coord.**

Others in Attendance:

**Yousuf Ahmed, Levy Restaurant Group
Reporter from *Daily Herald***

The Planning, Building & Zoning Committee meeting was called to order at 7:23 p.m.

II. Approval of Minutes

Motion by Mayor McLeod, seconded by Trustee Stanton, to approve the Planning, Building & Zoning Committee meeting minutes of December 10, 2012. Voice vote taken. Trustee Pilafas abstained. Motion carried.

NEW BUSINESS

- 1. Request authorization of an EDA Contract for Prairie Stone public road improvements in an amount not to exceed \$83,695.**

An item summary from Mark Koplín was presented to Committee.

Mr. Koplín highlighted that this was another in a long line of improvements.

Trustee Kincaid and Mr. Koplín discussed the location of parcel 14-A being the old water park project.

Motion by Trustee Pilafas, seconded by Trustee Green, to authorize an EDA Contract for Prairie Stone public road improvements in an amount not to exceed \$83,695. Voice vote taken. All ayes. Motion carried.

- 2. 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.

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

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

Trustee Mills wished Don Plass a successful retirement.

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

- 4. 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 Stanton, seconded by Trustee Pilafas, to accept the Department of Development Services monthly report for Economic Development and Tourism. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Pilafas, seconded by Mayor McLeod, to adjourn the meeting at 7:26 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Dir. of Operations/Outreach -
Office of the Mayor & Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a resolution authorizing the execution of a local technical assistance grant memorandum of understanding between the Village of Hoffman Estates and the Chicago Metropolitan Agency for Planning

MEETING DATE: February 11, 2013

COMMITTEE: Planning, Building & Zoning

FROM: Ashley Monroe *AM*

REQUEST: Request approval of a resolution authorizing the execution of a local technical assistance grant memorandum of understanding between the Village of Hoffman Estates and the Chicago Metropolitan Agency for Planning.

BACKGROUND: The Chicago Metropolitan Agency for Planning (CMAP) awarded the Village a Local Technical Assistance (LTA) Grant in 2012, with the Village acting as the lead agency on behalf of a group of identified stakeholders along the I-90 corridor (“Golden Corridor Manufacturing Group”) whose mission is to cultivate a skilled regional manufacturing workforce. The Village applied for the LTA grant in response to requests for assistance from local manufacturers involved in the Golden Corridor Group.

The LTA program is a non-monetary grant that provides approximately 1,000 hours of CMAP technical assistance and staff support. This project will focus upon establishing and expanding relationships between manufacturing employers and educational institutions; increasing student, parent, and educator awareness of a changing manufacturing profession; and to create materials and organizational structure designed to assist the Golden Corridor Manufacturing Group in sustaining workforce development efforts for years to come.

DISCUSSION: CMAP has held preliminary discussions with Village staff to develop a Scope of Work for the project. Project deliverables are anticipated to be complete within nine months of the project start (February to fall 2013). A study of existing conditions will be started this spring, a report on these conditions will be drafted by early summer, and creation of materials for outreach and initial findings for development of an organizational structure are planned for completion by the fall. Assistance will be provided by CMAP for follow-up activities for up to another two years after the grant period ends. The proposed Scope of Work and Memorandum of Understanding (MOU) are attached.

DISCUSSION: (Continued)

CMAP has indicated in the MOU that they will be sub-contracting the Chicago Jobs Council (CJC) to perform some of the work for this project. The CJC is a not-for-profit advocacy group that provides workforce development technical assistance statewide, most recently working with CMAP and Morton Grove, on a program similar in nature to this project. The CJC has established connections and previous experience working with community colleges, economic development organizations, and other potential project stakeholders, as well as an understanding of the existing workforce conditions in the 11 county Chicago metropolitan region. CJC's contribution will be primarily in providing data and consultation on workforce development focused project activities such as the existing conditions report and some data mapping. The general terms of CMAP's agreement with the CJC are included in the attached draft MOU.

A draft resolution authorizing the execution of this memorandum of understanding is attached.

FINANCIAL IMPACT:

Most of the work will be completed by CMAP staff and its contracted partner, the Chicago Jobs Council. Village staff may be asked to assist with providing information to CMAP, coordination of meetings, and media communication. There are not any anticipated hard costs.

RECOMMENDATION:

Recommend approval of a resolution authorizing the execution of a local technical assistance grant memorandum of understanding between the Village of Hoffman Estates and the Chicago Metropolitan Agency for Planning.

Attachments



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

SCOPE OF WORK

Background:

The Village of Hoffman Estates, representing a group of stakeholders along the I-90 corridor (the “Golden Corridor group”), seeks to find ways to support the local manufacturing industry by addressing its workforce needs. Many educational institutions and their students have limited awareness of the modern manufacturing field, and many may not consider it a viable career path due to historic perceptions of manufacturing that are no longer true.

The Golden Corridor group would like to establish and expand relationships between manufacturing employers and educational institutions (defined here to include school staff and administrators, students, and their parents). Goals include: increasing student awareness of the manufacturing field; increasing student contact with manufacturing as a career opportunity; and creating lasting and sustained connections between employers and educational institutions.

Scope:

This project consists of several distinct activities. The first two activities, *building stakeholder support* and *understanding existing conditions*, will be conducted concurrently during early 2013. Two later activities, *developing communication materials* and *investigating an industry intermediary* (which is expected to be a key method to sustain the work that is being conducted for this project), will occur during summer and early fall. Finally, CMAP will also maintain some support after the completion of the project’s deliverables to assist with implementation. Each of these activities is described below.

Activity 1: building stakeholder support

This project requires an extensive network of support by stakeholders to succeed. A group of key stakeholders is already represented on the Golden Corridor group, which is convened approximately quarterly by the Village. CMAP will consider this group to be the steering committee for the project, and will take on the responsibility for staffing this group during the life of this project. This will include logistical items such as setting meeting dates, distributing materials, and taking meeting notes; agenda development will take place in close consultation with the Village.

To guide this project, a more formal structure for the Golden Corridor group will be established, including developing a contact list of current participants and identifying a chairperson from among these participants. CMAP, the Village, and other members of the Golden Corridor group will also identify whether other stakeholders should be added, and CMAP will conduct outreach to these individuals or organizations to invite their participation. It may also be useful to schedule more frequent meetings while this project is active. The group may also wish to prepare a formal “mission statement” of its goals and activities to guide its work and keep its meetings focused. This will be pursued if the Village and the overall Golden Corridor group see it as a priority.

In addition to the formal members of the Golden Corridor group, a supplementary list of interested groups will also be created. This will include stakeholders that might not be interested in attending meetings regularly, but that would benefit from receiving regular communications concerning the Golden Corridor group’s activities. CMAP will draft periodic e-newsletters or similar communications to provide updates and links to any deliverables being produced.

Activity 2: understanding existing conditions

Beyond the stakeholder involvement described above, the first several months of this project will be devoted to documenting and analyzing existing conditions. The deliverables produced through the existing conditions analysis will likely be the focus of the meetings of the Golden Corridor group for several months, and will provide material for periodic updates as well.

Specific existing conditions research activities include the following:

- CMAP is currently preparing a *manufacturing drill-down report* which analyzes the regional manufacturing cluster, including past and projected trends, challenges, and opportunities within specific types of manufacturing. The report includes an in depth analysis of workforce issues, based on data analysis as well as interviews from employers, training providers, and industry groups. The industry report will be published in February; findings of the drill-down report will be utilized in the existing conditions research and provide background information and direction for future activities.
- An overview of existing economic development and workforce development initiatives in the corridor will also be prepared. This will include research on the programs of educational institutions and workforce training providers. This will be supplemented with individual interviews with some of the major manufacturing businesses in the corridor, as well as trade organizations and other relevant economic development groups.
- The specific types (in terms of NAICS code) and sizes of manufacturers in the I-90 corridor will be identified. From this analysis, general conclusions will also be able to be drawn concerning occupation types, educational and training requirements, typical pay scales, and similar information.
- A series of maps will be created and analyzed. Maps will include, at a minimum:
 - Current and potential participants in the Golden Corridor group. These can be used to identify any geographic gaps.
 - Manufacturers of various types and sizes, educational institutions, workforce development program sites, and other relevant businesses and institutions. These can be used to identify spatial concentrations of manufacturers of similar types; educational institutions and major employers that are in close proximity; and other spatial relationships.
 - Larger-scale maps showing the context of the I-90 corridor as compared to other manufacturing centers in the region.
- A summary will be prepared of other conditions in the corridor which should inform this project, including demographics, economic and market conditions, the transportation system, and other basic information.

Based on the above research, an existing conditions report will be produced. This will include descriptions of current conditions and be thoroughly illustrated with maps and other graphics. A length of approximately 30-40 pages is expected. A draft of this document will be provided to the Village and then to the Golden Corridor group for review and feedback mid-way through the project term.

Activity 3: developing communication materials

Based on the findings of the above work, supplemented by feedback from the Golden Corridor group, outreach and communication materials will be developed. These will be short, easy to understand for non-technical readers, and graphics-heavy. Several different types of materials will be created, with the following audiences:

- School administration officials such as guidance counselors at high schools and junior high schools. These materials will explain career opportunities in manufacturing, as well as the level of education and training needed for manufacturing careers, and will highlight relevant businesses in the corridor. It may be relevant to indicate further training opportunities at

nearby community colleges or other post-secondary institutions to further prepare students for manufacturing careers. The materials will include information about potential partnerships between educational institutions and manufacturing businesses, templates for curricula that support skills useful for future manufacturing employment, and similar information.

- Students and parents. A similar set of materials will be prepared that are targeted to students at the high school and junior high school level and their parents. These will communicate in general terms the appeal of a future career in manufacturing and will also include local examples of businesses that could provide future employment opportunities.
- Other unemployed or underemployed workers. It may be desirable to also prepare communication materials for other groups, such as underemployed workers or returning veterans. These would be substantially different in message from the student-oriented materials noted above. Producing materials for this group will be revisited later in the project to determine its usefulness.

It is also important to show students and parents a modern manufacturing facility. Many stakeholders have indicated that this is one of the most convincing ways to demonstrate to students what modern manufacturing facilities are like. As part of this stage of the process, connections will be made between employers and schools to allow tours to be scheduled. While this is not a formal deliverable, this stage of the project should include scheduling a series of tours or visits.

As a later step, once these materials are produced, a summary of the Golden Corridor group's work could also be produced and distributed to other similar groups in the region as a potential model for other areas.

Activity 4: investigating development of a sustainable industry organization

As the Village noted in its application, "there is no single participating organization that has the resources or knowledge to provide ongoing and efficient organization to help the [Golden Corridor] group achieve its goals. There is no formal structure or accountability to help the group operate consistently."

To address the challenges of structure and consistency, the creation of an *industry intermediary* is suggested. Industry intermediaries vary in structure and several types of intermediaries can serve as potential models, including the Calumet Green Manufacturing Partnership (led by local governments and focused on training) and the new DCEO learning exchanges. GO TO 2040 emphasizes the importance of industry specific intermediaries to act as a conduit between the many stakeholders involved in workforce development, education, and economic development.

Some immediate responsibilities for the intermediary would include staffing the more formal structure for the Golden Corridor group described in activity 1, and continually investigating new members to be added; updating the existing conditions report described in activity 2 to make sure that data remains current; and regularly updating the communication materials described in activity 3. Other activities could include maintenance of a website or other online resources linking employers and job-seekers (like "Wisconsin Workers Win").

The research conducted in activity 2 already provides much of information needed to investigate an intermediary. Beyond this, industry and workforce intermediary models that have been successful in other areas will be researched to identify best practices. Research will also be conducted on models to sustain the intermediary, including industry sponsors and philanthropic resources. The results of the research will be used to create a strategic plan to launch an industry intermediary, including identifying sustainable funding and other resources to help support this intermediary in the long-term. Most likely,

the intermediary would involve expansion of the geographic scope or mission of an existing organization, rather than the creation of an entirely new organization.

The Golden Corridor group will be involved during these steps, and the buy-in of stakeholders during the process will be critical. The strategic plan will be treated as a major deliverable of this project, and the Golden Corridor group will be asked to approve this document as their road map forward. The strategic plan is expected to be 15-20 pages in length.

Following this will be the launch of the intermediary. Since this relies on funding, it is likely that the launch will not be immediate, and it is likely to occur after CMAP's formal involvement in the project is complete in fall 2013. CMAP will remain involved for a period of two years after the project is complete to assist with implementation, such as convening meetings with outside stakeholders, assisting with funding applications, and similar activities.

Deliverables:

Several deliverables will be produced through this project:

- An *existing conditions report* of 30-40 pages, summarizing key conditions and trends in the corridor and in the manufacturing industry in general.
- A set of short, graphic-heavy *communication materials* with specific audiences (such as school guidance counselors, students, and parents) that make the case for pursuing careers in manufacturing.
- A *strategic plan* of 15-20 pages for an industry intermediary that will sustain the activities of the Golden Corridor group over the longer term.
- Also, while not formal deliverables, agendas, meeting notes, and other materials will be produced for meetings of the Golden Corridor group throughout the project.

All deliverables will first be made available for review by Village staff before distribution externally. Following Village review, materials will then be reviewed with the Golden Corridor group, and then posted on a publicly accessible website. CMAP will be responsible for preparing and producing project deliverables, although mass printing and distribution of some of the communication materials (those geared toward students and parents, for example) is outside the scope of this project.

Schedule:

Overall, this project is expected to be initiated in February 2013 and be completed approximately nine months later, in fall 2013. CMAP will remain involved in a limited advisory capacity for up to two years following the project's completion to assist with implementation.



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

CMAP MOU – Local Technical Assistance Program Between CMAP and Village of Hoffman Estates February 11, 2013

Please note: "LTA staff" means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
 - Scope of work for staff will be jointly determined by CMAP and Village of Hoffman Estates (Applicant)
 - All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan
 - LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
 - CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)
2. External assistance
 - CMAP will contract with the Chicago Jobs Council (CJC) to assist LTA staff with work on the project activities most suited to the knowledge base and technical expertise of the CJC
 - CMAP will be responsible for management of CJC, administration of the contract, and all costs incurred by the consultant
3. Access to resources
 - LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
 - The Applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
 - The Applicant will provide access to all relevant internal data, reports, and other information
 - The Applicant's leadership (key staff, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (committee meetings, Board meetings, etc) to ensure a successful project
4. Demonstration of local support
 - The Applicant will work with CMAP to identify a project steering committee

- The Applicant will participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

5. Project management

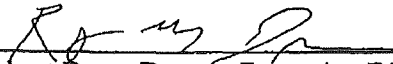
- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project Scope of Work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and Applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each activity will vary over time based on project timeline and work needs

6. Implementation

- CMAP will remain involved after the completion of the project to assist with implementation for up to two years, though this will be a less intense level of involvement than during the project itself
- The Applicant will continue to work to implement the project after its completion, and will maintain an active working relationship with CMAP

The undersigned parties agree to the terms listed above.

CMAP Representative:


Robert Dean, Deputy Executive Director

2 / 6 / 13

Date

Village of Hoffman Estates:

James H. Norris, Village Manager

Date

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION AUTHORIZING THE
EXECUTION OF A LOCAL TECHNICAL ASSISTANCE GRANT
MEMORANDUM OF UNDERSTANDING BETWEEN
THE VILLAGE OF HOFFMAN ESTATES AND THE
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

WHEREAS, the Village of Hoffman Estates agrees to enter into a Memorandum of Understanding with the Chicago Metropolitan Agency for Planning (“CMAP”) authorizing CMAP to provide assistance to the Village of Hoffman Estates through the Local Technical Assistance (“LTA”) grant; and

WHEREAS, the Village of Hoffman Estates is the lead agency and LTA grant recipient, acting on behalf of a group of identified stakeholders along the I-90 corridor (“Golden Corridor Manufacturing group”) whose mission is to cultivate a skilled regional manufacturing workforce; and

WHEREAS, the LTA grant provides an opportunity for local jurisdictions to investigate, strategize, design, and implement local projects with the assistance of specialized technical non-monetary support from CMAP, and

WHEREAS, this granted LTA project is designed to establish and expand relationships between manufacturing employers and educational institutions, increase student and parent awareness of a changing manufacturing profession, and to create materials designed to assist the Golden Corridor Manufacturing group sustain workforce development efforts; and

WHEREAS, the Village’s participation in furthering the activities of the Golden Corridor Manufacturing group could result in advantages such as an available skilled workforce for local employers, further employment opportunities for residents, increased communication between education institutions and employers, and the advancement of the Village’s economic development efforts; and

WHEREAS, the implementation of the applicable scope of work as defined in the Memorandum of Understanding will benefit employers, education institutions, and communities within the I-90 regional corridor.

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

Section 1: The Village commits to participate to the extent of the terms described in the LTA project Memorandum of Understanding.

Section 2: The Village commits to supporting the implementation of the grant project and maintaining an active working relationship with CMAP in order to assist the Golden Corridor Manufacturing group efforts beyond the term of the grant project.

Section 3: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2013

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2013

Village President

ATTEST:

Village Clerk

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

**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE
February 11, 2013**

PLANNING AND ZONING COMMISSION

January 16, 2012 Meeting

- Resident, 405 Azalea Lane, side setback variation for existing house and addition - APPROVED

February 6, 2012 Meeting

- Meeting cancelled.

February 20, 2012 Meeting

- 2116 Stonington, Automobile Specialty Shop – Text Amendment and Special Use
- Subdivision Code Updates
- 2013 Zoning Map Review

March 6, 2012 Meeting

- No Petitioners Scheduled Yet.

CURRENT ACTIVE PROJECT REVIEWS

- Bradwell Parcel – Annexation, site plan and subdivision for single family homes
- National Veterans Museum – Site plan, subdivision, zoning, Development Agreement for museum
- St. Alexius Medical Ctr., 1555 Barrington Road & ABBHH, 1650 Moon Lake Boulevard - Master Sign Plan
- Savers Resale Store and Donation Drop-Off Center, Golf Center – Special Use and Site Plan Amendment
- Resident, Devonshire Woods Estates – Plat of Consolidation and Site Plan Amendment to combine two lots
- 460 Azalea & 1120 Aspen – Plat of Resubdivision & Setback/ Lot Width Variations
- SHARE, 1776 Moon Lake, Site plan amendment for minor addition
- 2300 Stonington, Site Plan Amendment for additional loading docks
- Prairie Stone – Parcel 23 – Site Plan Review for gas station/restaurant
- Mori Seiki – site plan amendment for dumpster enclosure
- Zoning Code text amendment regarding communication antennas

POTENTIAL UPCOMING PROJECTS

- Former Givaudan, 5115 Prairie Stone Parkway, site plan amendment for reoccupancy and expansion
- Firestone, 1050 Roselle Road, site plan amendment and sign variation
- Bosch Rexroth, 5150 Prairie Stone Parkway – Site plan for wind tower
- Barrington Square Animal Hospital, 2370 Higgins, site plan amendment for expansion
- HE Park District Bridges of Poplar Creek Golf Course– site plan for hotel
- Zippy's, 830 Roselle Road, site plan amendment for façade changes
- 940 Freeman – site plan amendment for farmhouse renovation
- Berner Road Subdivision - Annexation, site plan and subdivision for single family homes

POTENTIAL FUTURE DEVELOPMENTS

- *Vacant Beacon Pointe Phase 2* – no active development discussions
- *Vacant Fountain Crossings properties* – occasional discussions continue with the bank that owns 15 acres north of the Meijer property, as well as with Meijer regarding potential future uses for the property
- *Vacant parcel on Barrington Road between Golf and Bode Roads (17 acres)* – no recent activity.

- *Vacant parcel at Ela and Algonquin Roads (40 acres)* – a residential developer is continuing to negotiate with the land owner regarding the sale of this property, which is zoned R-4 One Family Residential.
- *Various Prairie Stone Properties* – Planning staff continues to work with the Economic Development Division 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. Recently there has been an increase in interest in potential developments in this area.

RESIDENTIAL SUBDIVISIONS

There has been no recent activity regarding new construction, except for the proposed 19-lot subdivision on Bradwell.

GENERAL ACTIVITIES

General Planning Efforts – The Development Services Coordinator continues to lead efforts to enhance the operations of the main Village front counter and to pursue opportunities to improve processes. The goal is to improve customer service and find operational efficiencies wherever possible. This effort has involved extensive work with Code Enforcement and Planning Division staff, and coordination with the Finance Department.

Ashley Monroe continues to attend NWMC Bicycle Committee meetings. She also attended a meeting held on January 24th at Harper College presented by the Center for Neighborhood Technology for coordination and funding support of transit system improvements in the region.

During the past month Planning staff continued to work on text amendments to the Subdivision Code and these are expected to be presented to the Planning and Zoning Commission for review in late February.

On January 7, the Planning staff welcomed Daniel Ritter as a new employee (part time Planning Technician). This position replaced a part time Associate Planner position. Dan will primarily assist with daily planning requests and reviews.

Planning staff prepared the Annual Report for the Department of Development Services.

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 sound mitigation plan. Planning is also providing input and some assistance on the Hassell Road project, Palatine Road project, Tollway widening, Barrington Road Tollway Interchange, Pace Park & Ride locations, and the RTA Transit Study Project.

On January 29th, Ashley Monroe attended the regional IAMMA meeting in Buffalo Grove to discuss ways to increase organization membership, and enhance professional development offered by IAMMA for management assistant professionals.

Village Website – Planning staff continues to regularly update the Planning, CDBG, Census, Green, Grants, and Economic Development portions of the Village website.

Economic Development/Marketing/Promotional Items

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.

Planning staff continues to work with the Economic Development Division and Mayor's office 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 hampered some efforts.

The Planning Director continues to work with the Economic Development Director and others on several potential redevelopment opportunities of key properties in the Village.

GREEN INITIATIVES www.hoffmanestates.org/green***Activities and Awards –***

- The holiday light collection program began in mid-November ended on February 4th. A program notice was in the November and December issues of *The Citizen*.
- Ashley Monroe presented the draft of the Village Sustainability Plan to the Public Works and Utilities Committee on January 28th. Approval of the Plan was given by the Board on February 4th. A meeting of the staff Sustainability Team is planned for mid-February.
- Ashley Monroe attended the Prairie State Network monthly call. This month the topic was about housing efficiency improvement financing programs. Ashley also attended webinars from the Sierra Club and Nicor, regarding local efficiency programs and policies.
- Staff is working with the newly formed Sustainability Commission to prepare the 2013 activities calendar. Activities previously provided by the Green Initiatives Commission and the Environmental Commission are proposed for continuation by the new commission. Integration of projects included in the Village's Sustainability Plan is also a focal point that will be discussed at their February 18th meeting.

Green Business Recognition Program - The Green Business Recognition Program launched in March 2011 and eleven applications for recognition have been submitted. 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.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) www.hoffmanestates.org/cdbg

General - The Village's Program Year 7 allocation is \$259,504, which is significantly less than the previous years due to federal budget reductions. As part of the 2012 Annual Action Plan, the funds have been allocated based on Village funding priorities, including funding for housing rehabilitation and a small amount for infrastructure improvements. The Annual Action Plan for the 2012-2013 Program Year was approved by the Village Board on August 6 and was informally approved by HUD in late September. Program Year 7 began October 1, 2012. Staff submitted the Comprehensive Annual Performance Evaluation Report (CAPER) in December but no feedback from HUD has been received.

Activities and Training – Staff had several discussions and attended a meeting with HUD, Cook County Department of Economic Development, and five other northwest Cook County CDBG entitlement communities. Cook County has proposed inclusion of six communities (Hoffman Estates, Des Plaines, Arlington Heights, Palatine, Schaumburg, and Mount Prospect) in a joint HOME consortium with the County and several other suburban Cook County communities. HOME funds from HUD are similar to CDBG funds however they must be used specifically for housing projects. Further information regarding potential benefits of this program is needed before a recommendation can be made.

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 32 projects have been completed since 2006. A few households are moving through various stages of the application process and new advertising to promote the program is being planned.

GRANTS www.hoffmanestates.org/grants

Staff continues to search for and investigate new grant opportunities through a variety of sources. Staff assisted the Police Department by reviewing and providing some information for a Sustained Traffic Enforcement Program grant application (due in February). A full spreadsheet of all grants is available at www.hoffmanestates.org/grants.

CMAP Local Technical Assistance Grant – The Village was selected for technical assistance to help the Golden Corridor Manufacturing group with a student and displaced worker outreach and education strategy. Staff organized a meeting of the Golden Corridor group on January 16th where CMAP presented a summary of the project scope. The project will formally begin early this year. The resolution to accept the grant is scheduled on the February 11, PB&Z agenda.

ITEP Grant – Staff assisted the Transportation Division with the Illinois Transportation Enhancement Program application. This year's application repeated a request for funding for the undercrossing of I-90 along the CN Railroad tracks and modifications to the trail along Shoe Factory Road. The crossing and bike system improvements would create valuable pedestrian and bicycle connections between residential neighborhoods and Prairie Stone Business Park, as well as connections to regional systems. The Village was notified that \$676,000 will be awarded for this project. Staff is coordinating grant paperwork and will begin initial stages of writing an RFP for phase I engineering. The path will likely be constructed in 2014 through 2016 in coordination with State reconstruction of the Tollway.

Illinois Gigabit Grant – Staff completed work with CATV Coordinator Bruce Anderson, IS and Comcast to coordinate an application for installation of an ultra high speed internet corridor. Emphasis of the grant is to improve access of ultra high speed internet to health providers and education institutions as well as improve the economic development opportunities within a community. The Village was not selected in the first round of selections however additional applications are still being considered for award.

CPPW Grant - Planning staff assisted the Transportation Division on the grant for bike route signs and the creation of a complete streets resolution. A Complete Streets resolution was approved by the Transportation and Road Improvement Committee meeting in October. The grant period ended April 30, 2012 and final reports have been submitted. While no longer reimbursed by the CPPW grant, staff continues to draft code revisions to supplement the Complete Streets goals described in the resolution and will bring the draft changes to Committee in February with other proposed Subdivision and Zoning Code changes.

RTA Flexible Transit Service Operations Study Grant – Jim Donahue is working with the Transportation Division to manage the consultant who has been hired to complete the work on this grant. Meetings with the Steering Committee were completed in December as the second phase of the study is underway with a public meeting scheduled for February 13.



Peter Gugliotta, Director of Planning Division

Village Grant Summary Information (current as of January 2013)

ARRA Grant	Amount Received	Amount Expended	Project	Status
Energy Efficiency and Conservation Block Grant (EECBG)	\$515,100	\$520,249.99	Fund initiatives for public facilities and residents.	The Energy Assessment program continues and Code staff BPI certified (energy certification). Parking lot lighting, Village Hall exterior lighting, interior lighting at Public Works buildings, and Village Hall roof projects complete. All recycling containers & the hybrid vehicle purchased. HVAC system update at Vehicle Maintenance is complete. Staff continues work on Sustainability Plan. Funds beyond amount received reflect program income acquired within grant period and reimbursed to Village for staff time expended on EECBG projects.
Local Energy Assurance Planning (LEAP) Grant	\$98,556	\$71,434.26	Create emergency energy plans; assess Village facilities; education for local businesses	Some staff time drawn for project management and RFP work. Plan was created and approved. Assessments of Village energy readiness complete. Participated in regional exercise. National conference attended. Project Complete. Reports submitted.
Communities Putting Prevention to Work (CPPW)	\$48,000 plus \$10,000 supplement	\$50,580.53	Install bike route signs, complete streets resolution, code revisions	Signage installation completed in October 2011 and paid installer. Active Transportation Alliance has reviewed Code and staff has been working on an internal review. Funds drawn for staff time. Grant period complete.
Non- ARRA Grant	Amount Allocated/ Received	Amount Expended	Project	Status
Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Efficiency Incentives	\$25,790	\$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. Waiting on completion of additional lighting projects before \$4,471 rebate is received.
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	\$29,863 (reimbursed)	Reforestation grant for planting trees to replace Ash trees to prevent infestation of Emerald Ash Borer.	Initiated reforestation. Have invoiced MMC for reimbursement.
Federal Emergency Management Agency (FEMA)	\$49,760	\$31,639.20	Pays 80% of Fire Department employee physicals.	A portion of the physicals have been completed. An extension has been given into summer 2012.
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
February 2013

Attached is the monthly report for Code Enforcement for the period ending January 31, 2013.

Mark Koplin, Assistant Village Manager-Development Services

CODE ENFORCEMENT MONTHLY REPORT

FEBRUARY 2013

PAGE 2

ACTIVITIES

On January 9, 2013, John Cumpek and Tim Meyer attended the Northwest Building Officials and Code Administrators (NWBOCA) monthly meeting. The topic was "2012 IECC requirements regarding roofing."

EMERGENCY CALL OUTS

No call outs.

GARAGE SALE PERMITS

No garage sale permits issued.

DEMOLITION PERMITS

No demolition permits issued.

CONSTRUCTION INSPECTIONS

Structural	93	Fences	2
Electrical	28	Roofing/Siding	27
Plumbing	24	Patios/Driveways	8
Mechanical	21	Decks	0
Other	3	Sheds	4

FIRE INSPECTIONS

Annual	288
Reinspections	55
Business Licenses	6

ENERGY AUDITS

2 energy audit tests.

BACKFLOW TESTING

66 backflow devices were tested.

TRANSFER STAMPS

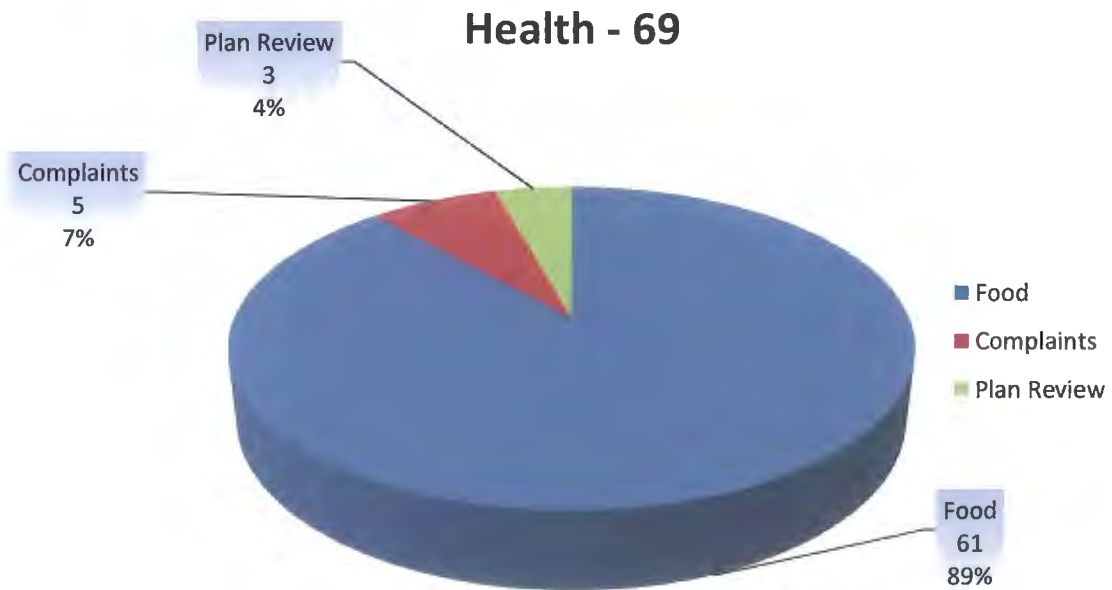
135 real estate transfer stamps were issued.

CITATIONS

49 written citations issued.

ENVIRONMENTAL HEALTH INSPECTION REPORT

Inspections are performed mainly at food establishments; however the Health Officer also inspects day care centers, public pools, beauty salons etc. Food establishments are divided into the risk categories of high, moderate or low risk. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility.



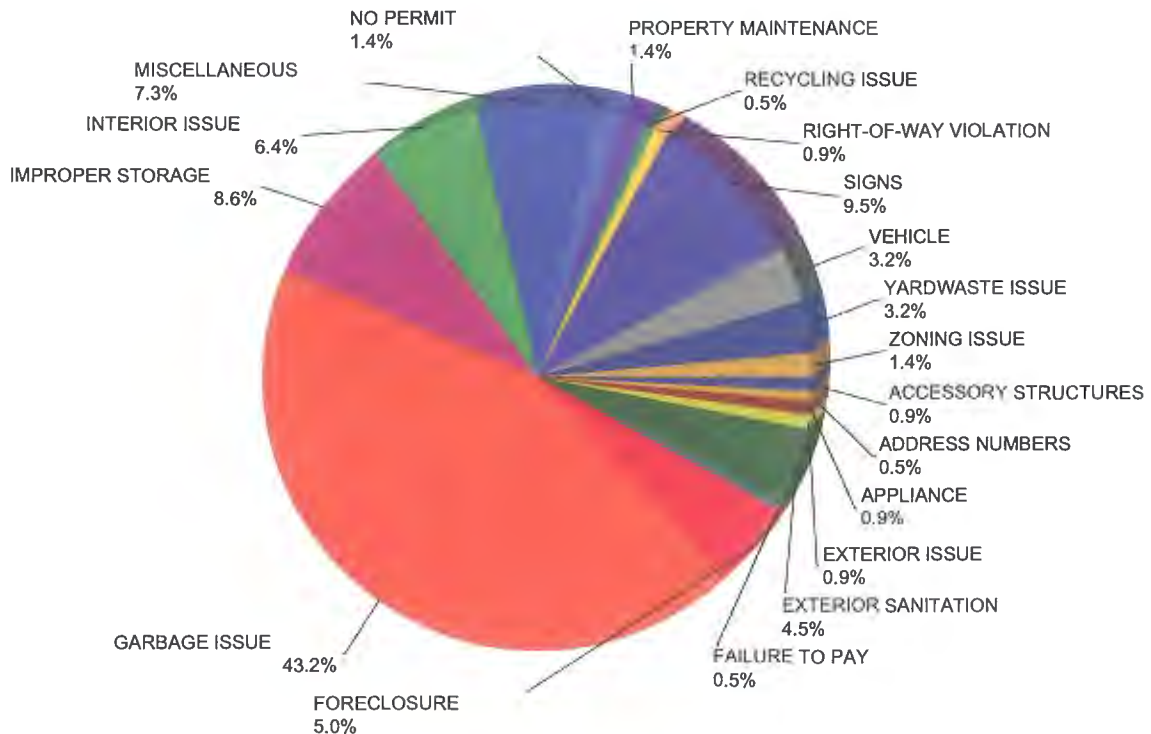
Activity	This Month	Year to Date
High Risk Food	56	56
Med Risk Food	1	1
Low Risk Food	4	4
Swimming Pools	0	0
Plan Review	3	3
Day Care	0	0
Complaint	5	5
Totals:	69	69

PERMIT REPORT

DESCRIPTION	2012 YEAR-TO-DATE # OF PERMITS (not including current month)	2012 JANUARY # OF PERMITS	2012 TOTAL YEAR-TO-DATE # OF PERMITS	2013 YEAR-TO-DATE # OF PERMITS (not including current month)	2013 JANUARY # OF PERMITS	2013 TOTAL YEAR-TO-DATE # OF PERMITS
Business Remodeling	0	2	2	0	8	8
Community Residence	0	0	0	0	6	6
Demolition	0	0	0	0	0	0
Driveways	0	0	0	0	0	0
Electrical	0	6	6	0	12	12
Fences	0	2	2	0	2	2
Mechanical	0	8	8	0	11	11
Miscellaneous Permits	0	14	14	0	15	15
Multi-Family Remodeling	0	0	0	0	0	0
New Business	0	0	0	0	0	0
Plumbing	0	22	22	0	25	25
Pools - Above Ground	0	0	0	0	0	0
Pools - In-Ground	0	0	0	0	0	0
Residential Decks	0	1	1	0	1	1
Residential Patios	0	0	0	0	0	0
Residential Garages	0	0	0	0	0	0
Residential Remodeling	0	5	5	0	9	9
Residential Sheds	0	0	0	0	1	1
Roofs/Siding	0	5	5	0	8	8
Signs	0	11	11	0	0	0
Single Family Residences	0	0	0	0	0	0
Automatic Fire Alarms	0	3	3	0	4	4
Other Fire Suppression Systems	0	0	0	0	0	0
Fuel Storage Tanks	0	0	0	0	0	0
Hood & Duct Mechanical	0	1	1	0	0	0
Hood & Duct Suppression	0	0	0	0	0	0
Open Burns	0	0	0	0	0	0
Automatic Sprinklers	0	6	6	0	4	4
Temporary Heating	0	0	0	0	0	0
Lock Boxes	0	0	0	0	2	2
Pyrotechnic Displays	0	0	0	0	0	0
TOTALS	0	86	86	0	108	108

Monthly Code Violation Summary Report

Jan 1, 2013 - Jan 31, 2013

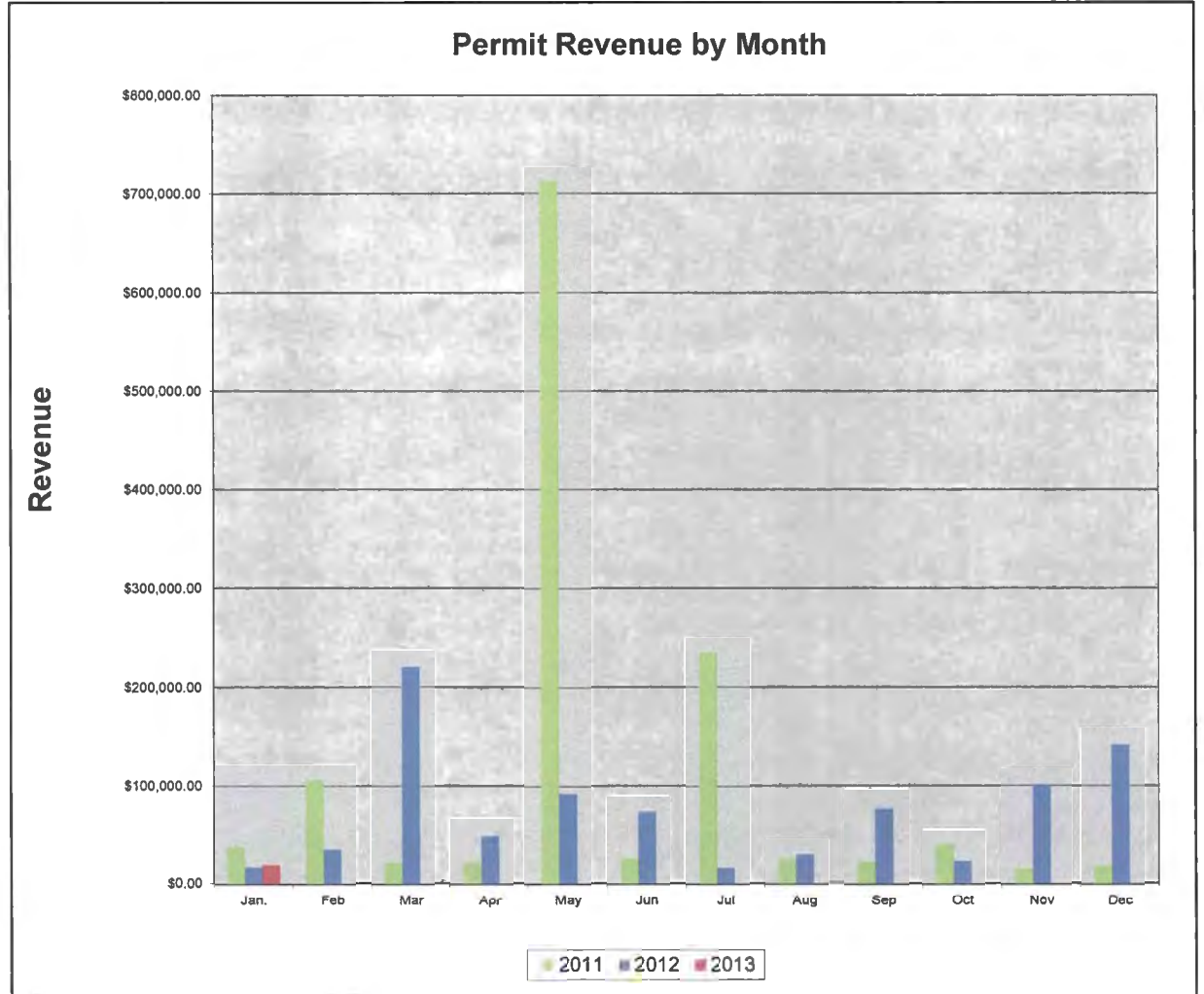


Violation Type	Total
ACCESSORY STRUCTURES	2
ADDRESS NUMBERS	1
APPLIANCE	2
EXTERIOR ISSUE	2
EXTERIOR SANITATION	10
FAILURE TO PAY	1
FORECLOSURE	11
GARBAGE ISSUE	95
IMPROPER STORAGE	19
INTERIOR ISSUE	14
MISCELLANEOUS	16
NO PERMIT	3
PROPERTY MAINTENANCE	3
RECYCLING ISSUE	1
RIGHT-OF-WAY VIOLATION	2
SIGNS	21
VEHICLE	7
YARDWASTE ISSUE	7
ZONING ISSUE	3
TOTAL	220

Permit Revenue Comparison

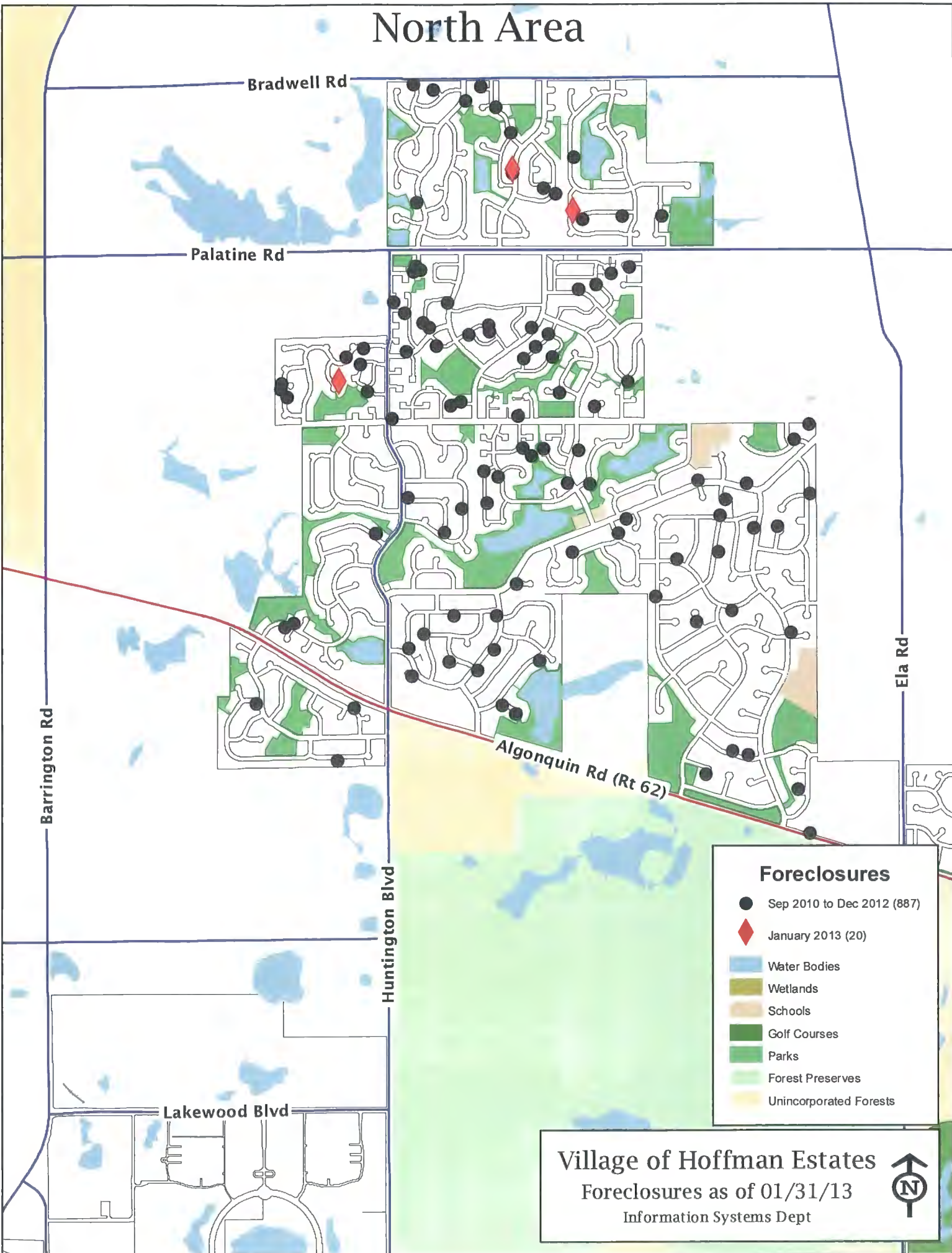
2013 Budget: \$600,000.00

Year	2011	2012	2013
Jan.	\$38,524.80	\$17,584.66	\$20,146.37
Feb	\$106,450.76	\$36,310.20	\$0.00
Mar	\$22,936.21	\$220,507.90	\$0.00
Apr	\$23,549.25	\$48,383.35	\$0.00
May	\$713,229.70	\$92,947.50	\$0.00
Jun	\$27,389.90	\$73,320.50	\$0.00
Jul	\$236,101.48	\$17,268.94	\$0.00
Aug	\$25,465.02	\$29,756.75	\$0.00
Sep	\$24,462.21	\$77,372.72	\$0.00
Oct	\$41,035.00	\$23,472.63	\$0.00
Nov	\$17,015.50	\$101,439.42	\$0.00
Dec	\$20,420.60	\$142,015.74	\$0.00
Revenue	\$1,296,580.43	\$880,380.31	\$20,146.37



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

North Area



Foreclosures

- Sep 2010 to Dec 2012 (887)
- ◆ January 2013 (20)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates

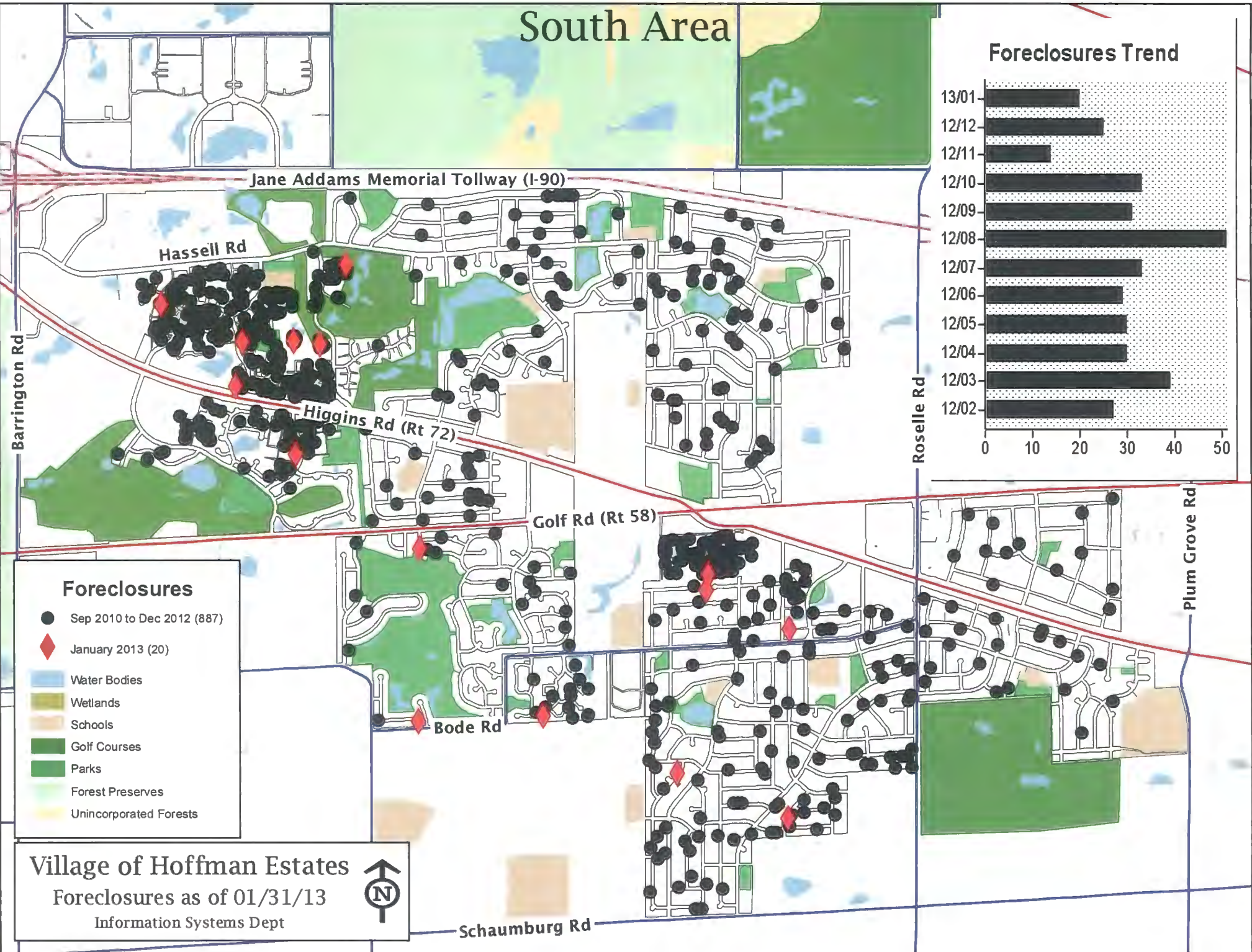
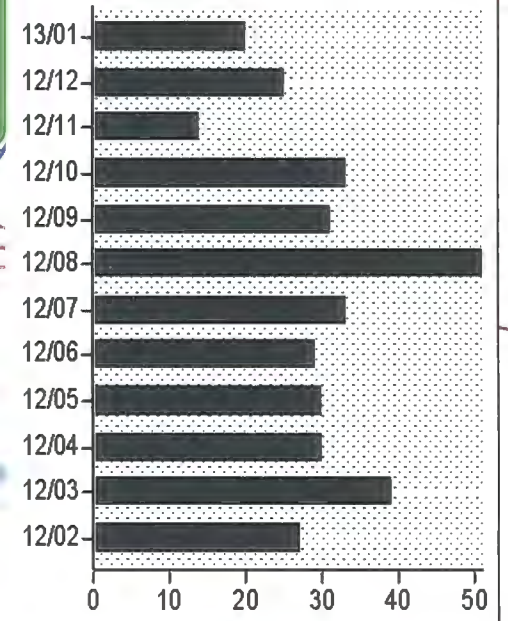
Foreclosures as of 01/31/13

Information Systems Dept



South Area

Foreclosures Trend



Foreclosures

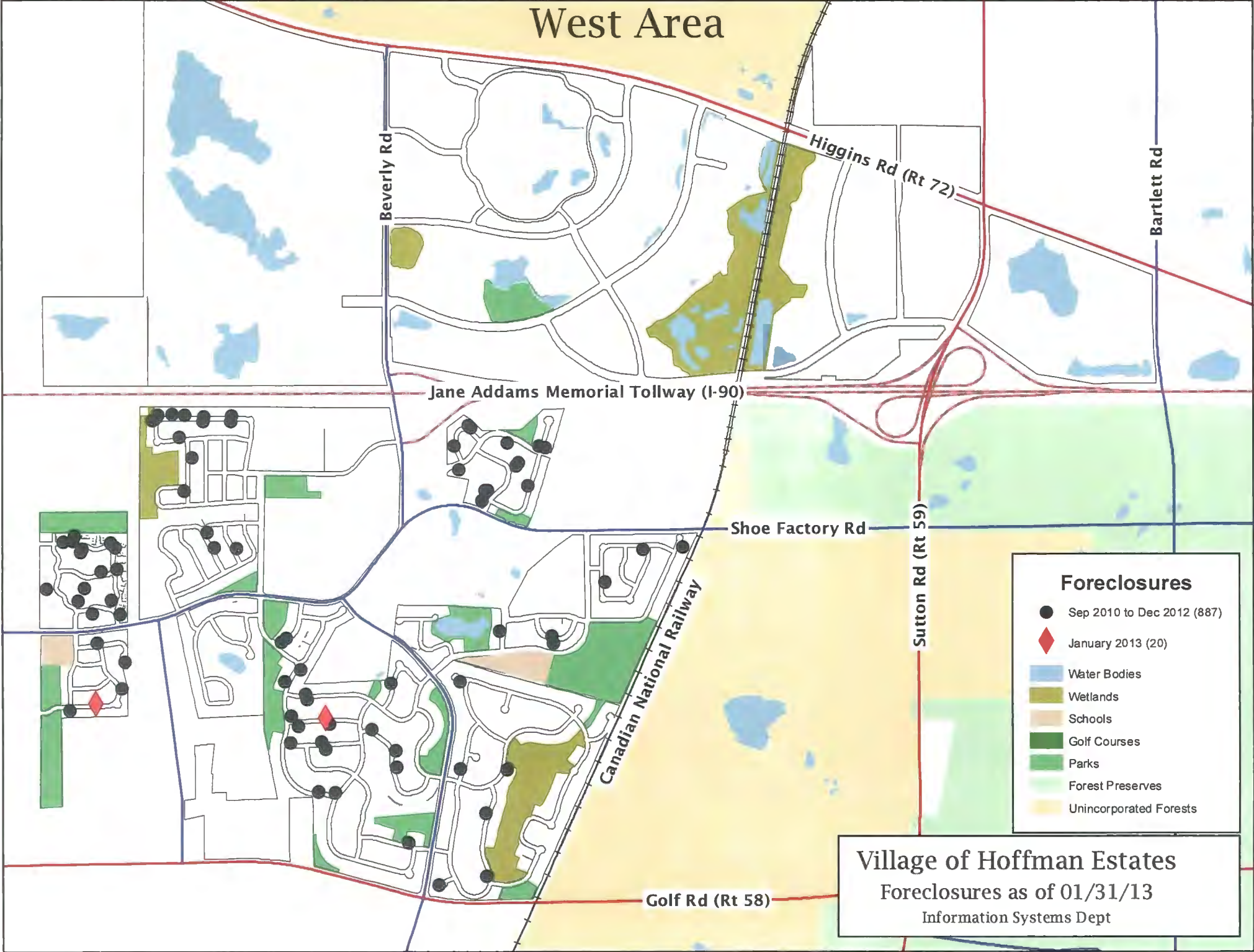
- Sep 2010 to Dec 2012 (887)
- ◆ January 2013 (20)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates
 Foreclosures as of 01/31/13
 Information Systems Dept



Schaumburg Rd

West Area



Foreclosures

- Sep 2010 to Dec 2012 (887)
- ◆ January 2013 (20)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates
Foreclosures as of 01/31/13
Information Systems Dept

**ECONOMIC DEVELOPMENT/TOURISM MONTHLY REPORT
FEBRUARY 2013**

GENERAL

- ◆ Planned a January 30, Golden Corridor Manufacturing meeting to discuss barriers to manufacturing with Corridor members and District 8 U.S. Representative Tammy Duckworth.
- ◆ Participation in a Community Advisory Group Barrington Road Interchange planning session meeting on January 30, at the Village Hall.
- ◆ Completion of a new interior wall mural at the SCA customer service office to brand "59-90, The Entertainment Crossroads" and the shopping, dining, and entertainment options on the website.
- ◆ Continued collection of giveaways to grow the 59-90.com database of western area shoppers. There are currently 800 in the database. The list informs consumers of events like SCA activity, special sales, and seasonal shopping.
- ◆ Attendance at the National Veterans Museum dinner at Pheasant Run to celebrate the concept with multiple consultants and military brass on January 12.
- ◆ Periodic communications with banks trying to sell foreclosed commercial property in the Village.
- ◆ Ongoing discussion related to the sale of 75 and 85 East Golf Road from brokers and a developer.
- ◆ Coordination with a company to increase Search Engine Optimization (SEO) and online marketing to drive more traffic to all three of Hoffman Estates' websites (hoffmanestates.org, visithoffman.com, and hoffmanestatesites.com).
- ◆ Finalizing a full page ad in the February 2013, Chamber Community Profile magazine distributed to Hoffman Estates businesses and residents.
- ◆ Conference calls with CMAP to outline scope of services for the Manufacturing Technical Assistance Grant in 2013.

OFFICE/INDUSTRIAL

- ◆ Conversation with a broker from DTZ about interest from a global company with initial interest in Prairie Stone, but still conducting due diligence.
- ◆ Planning a schedule of events to promote office and industrial vacancies and opportunities in Hoffman Estates to the outside world.
- ◆ Constant updating and working with brokers to keep the information fresh on the Village's searchable property database - hoffmanestatesite.com.

- ◆ Continued planning and coordination regarding gateway and wayfinding signs in Prairie Stone and Poplar Creek at 59/90.
- ◆ Discussion with a bank who foreclosed on 7 acres in Prairie Stone and possible buyers for the property.

RETAIL

- ◆ Ongoing meetings with the manager of Business Development for the Daily Herald regarding partnering in 2013 for a mini-conference in Hoffman Estates.
- ◆ Meetings with the new regional director of Sterling organization regarding possible redevelopment of the Hoffman Plaza Shopping Center.
- ◆ Conversations with an architect and business owner regarding site planning for a new development on Parcel 23 in the 59/90 Entertainment District.
- ◆ Ongoing discussions with DCEO regarding a Hoffman Estates article in their new state-wide marketing efforts.
- ◆ Meeting with FDIC appointed bank and brokers representing the former 22 acre waterpark site in Poplar Creek at 59/90. We discussed Village preferences and zoning in the area.
- ◆ Discussions with an Edgemark broker regarding possible interest from a retailer.
- ◆ Discussion with franchisee attorney for an outlot business in one of our shopping centers, the property owner, as well as a possible purchaser of the property.
- ◆ Continued dialogue with the purchaser of the Rose Plaza Shopping Center to explore visibility and signage issues.
- ◆ Discussions with an individual with alleged ties to a manufacturing firm in Italy for potential placement in Prairie Stone.
- ◆ Periodic meetings with service provider for the 59-90 website and marketing activities.

TOURISM

Hotels:

- ◆ Met individually with each of the eight hotel sales leaders to help prepare them for the Sears Holdings Corporation and Kmart online auction that determines which hotel properties will be included in their preferred lodging program for 2013. Reviewed year over year sales figures, slippage, and assisted in providing contacts for any requested top/targeted demand generator.

- ◆ Continued efforts to assist Hoffman Estates Park District in creating International Youth Sports Tournaments. The first opportunity takes place April 8-16. We anticipate 450 room nights needed for a full week as a result of establishing this activity with Scandinavian teams for the first event. Provided room rates, distances, and feature recaps. The hotels will provide a \$25 rebate on every room night captured to offset tournament costs. Providing day trip and restaurant options for participants also.
- ◆ Provided actualized room counts to Illinois Recreational Cheerleading Association. Hotels paid a \$10 rebate per room night captured. Recap below with year over year comparative. Total appears less than previous year but hotels dropped their allocated room blocks two weeks prior to the event so there are many room nights that were not counted in these totals as a result of booking on deep discount internet sites at the last minute. Working with organizer to ensure that no one competes unless they have proof they stayed at a preferred hotel partner.

	<u>2011</u>	<u>2012</u>
Chicago Marriott Northwest	232	202
Hyatt	26	18
Hilton Garden Inn	47	120
Hampton Inn and Suites	84	32
Comfort Inn	26	15
Hawthorn (Candlewood)	8	27
Red Roof Inn	0	7
LaQuinta	22	0

2010 - 419 room nights

2011 - 445 room nights

2012 - 421 room nights

- ◆ Brought in another Hoffman Estates hotel for skating event taking place in 2014. Currently, Hilton Garden Inn, Hyatt Place, and Comfort Inn have received team placement. Previously all rooms for this tournament were placed in airport properties. The event requires each participating hotel to pay \$30 rebate per room night captures with a rate cap of \$109, which still provided desired revenue for host hotels during January 2014.
- ◆ Met with team lodging hotels for Big Ten, captured photos of entryway and lobby to assist in signage design and placement, and circulated key card opportunity to all team and fan hotels.
- ◆ Field work and driving tour with new sales leaders and regional sales leaders for Comfort Inn, Hawthorne, and LaQuinta.
- ◆ Began organizational meeting with Fitness for America event organizers in an effort to drive registration past 1,600 for 2013. Unique event for 2013 will be a twilight run, with the 5k course lit by luminaires (glow sticks).

- ◆ Met with Medieval Times marketing and group tour coordinator. Medieval Times is the single largest demand generator of youth group tour business for Village hotels, providing roughly 10,000 room nights split between the properties along Barrington and Higgins Roads. Working to provide “E ticketing” for all hotels and free key card programs.

Business Retention:

- ◆ Participated in an on-site blitz of merchants at Poplar Creek Crossing to socialize their involvement in the 59/90 website and electronic marketing program.
- ◆ Met with owners of GNC at Poplar Creek Crossing to suggest affordable marketing through event involvement.
- ◆ Provided text and pictures for the “Top Ten Events in Hoffman Estates” to Daily Herald/Niche reporter assigned to write Hoffman Estates Chamber annual publication.

Community Involvement:

- ◆ Meeting with Sister City Commission to begin planning for TASTE 2013.
- ◆ Met with Health and Human Services to brainstorm a potential new event.
- ◆ Met with Lillian Clinton of Senior Commission to provide contacts for their events.
- ◆ Working with Arts Commission to assist in promoting Platzkonzert.
- ◆ Met with Shop with a Cop for recap of this year’s event at Target.
- ◆ Working with Hoffman Estates Chamber on Random Acts of Kindness Valentines distribution.
- ◆ Working with Hoffman Estates High School wrestling team and cheer squad on performing a community service.
- ◆ Working with St. Baldrick’s Committee to plan 2013 event for May.



Gary Skoog, Director of Economic Development