



AGENDA
Planning, Building & Zoning Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

October 14, 2024

Council Chambers

**Immediately following
Transportation & Road
Improvement Committee**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. Planning, Building & Zoning Committee 09-09-2024
3. **PUBLIC COMMENT**
4. **NEW BUSINESS**
 - A. Approval of an Ordinance accepting a public utility easement at 1305 N. Barrington Road
5. **REPORTS**
 - A. Planning Division Monthly Report
 - B. Code Enforcement Division Monthly Report
 - C. Economic Development and Tourism Monthly Report
6. **PRESIDENT'S REPORT**
7. **ITEMS IN REVIEW**
8. **OTHER**
9. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

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

September 9, 2024

1. ROLL CALL

Members in Attendance:

**Gary Stanton, Chair
Karen Arnet, Vice-Chair
Patrick Kinnane, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Jon Pape, Assistant Village Manager
Alan Wax, Fire Chief
Kathryn Cawley, Police Chief
Patrick Seger, Director of HRM
Bryan Ackerland, Director of Code Enf.
Andy LoBosco, Sr. Program Mgr. – Eng.
Jennifer Horn, Dir. Planning and Trans.
Phil Green, Trans. & Long Range Planner
Kevin Kramer, Econ. Dev. Director
Sonia Zala, St. Transportation Eng.
Ric Signorella, Multimedia Production Mgr.**

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

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Kinnane, to approve the Planning, Building & Zoning Committee meeting minutes of August 5, 2024. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Stonington & Pembroke TIF District Implementation Update.

An item summary sheet from Phil Green was presented to Committee.

Phil Green addressed the Committee and provided an update on the Stonington and Pembroke TIF District. The plan outlines a long-term vision for the area, offering redevelopment recommendations for numerous parcels. The plan suggests a shift toward multi-family housing, mixed-use, office, retail and flexible industrial spaces. Staff has been actively engaging property owners and stakeholders and initiating steps to transport the district into a vibrant mixed-use business hub.

Questions from the Committee included a unique zoning area for the district, financial partners and a downtown area.

B. Approval of an ordinance creating the Stonington & Pembroke TIF District Small Business Improvement Grant Program.

An item summary sheet from Kevin Kramer was presented to Committee.

Kevin Kramer addressed the Committee and provided details of the TIF Small Business Improvement Grant Program. This grant would be for a maximum of \$30,000 and would be 1:2 matching grant. Applicants must spend the dollars for move in or expanding the space and must submit a detailed description of the work to be completed. The grant is only for permanent fixtures that improve the property. Funds for the grant would come from the General Fund for now and be reimbursed with TIF funds, when available.

Trustee Mills stated that she would be more comfortable with the Board being a part of the approval process for applicants seeking funds.

Trustee Kinnane asked if \$30,000 is enough an incentive for businesses to apply for a grant.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve an ordinance creating the Stonington & Pembroke TIF District Small Business Improvement Grant Program. Voice vote taken. All ayes. Motion carried.

C. VisitHoffman Website Redesign Update.

An item summary sheet from Kevin Kramer and Linda Scheck was presented to Committee.

Kevin Kramer addressed the Committee and reported that the VisitHoffman website was last updated in 2013. A professional redesign is needed to meet today's technology standards. An RFP was done in June and 38 responses were received. McDaniels Marketing from Pekin, IL was selected and the contract for website redesign and light rebranding services is \$29,875 and is budgeted.

5. REPORTS (INFORMATION ONLY)

A. Department of Development Services monthly report for Planning Division.

The Department of Development Services monthly report for Planning Division was received and filed.

B. Department of Development Services monthly report for Code Enforcement Division.

The Department of Development Services monthly report for Code Enforcement Division was received and filed.

C. Department of Development Services monthly report for Economic Development and Tourism.

The Department of Development Services monthly report for Economic Development and Tourism was received and filed.

6. PRESIDENT’S REPORT

7. ITEMS IN REVIEW

8. OTHER

9. ADJOURNMENT

Motion by Trustee Pilafas, seconded by Trustee Kinnane, to adjourn the meeting at 8:14 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date



AGENDA ITEM REPORT
Planning, Building & Zoning Committee
October 14, 2024
ITEM 4A

REQUEST: Approval of an Ordinance accepting a public utility easement at 1305 N. Barrington Road

FROM: Kevin Anderson, Associate Planner
Jennifer Horn, Director of Planning & Transportation

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

On September 19, 2022, the Village Board approved Ordinance 4960-2022 granting site plan amendment for the property at 1305 N. Barrington Road to permit a Dunkin' coffee shop with a drive-through. One of the conditions of the Ordinance required the applicant to grant a public utility easement over an existing public watermain. To address this condition, the owner has submitted a Plat of Easement granting said public utility easement to the Village.

There is an existing 8" public watermain located within the subject property's parking area. This watermain pre-dates the Dunkin' application but no easement was ever created. The creation of the easement will allow the Village to enter and repair the existing watermain as needed. The location and size of the easement are acceptable to Village Engineering and Public Works staff. Corporation Counsel has reviewed and approved the easement language and Plat format.

FINANCIAL IMPACT

N/A

RECOMMENDATION

Approval of an Ordinance accepting a public utility easement at 1305 N. Barrington Road.

ATTACHMENTS

1. Ordinance - Plat of Easement for 1305 N. Barrington Rd
2. Exhibit A - Location Map
3. Exhibit B - Plat of Easement
4. Supporting Documents - Ordinance 4960-2022

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE ACCEPTING A PUBLIC UTILITY EASEMENT AT
1305 N. BARRINGTON ROAD, HOFFMAN ESTATES, ILLINOIS

WHEREAS, 2950 W. Golf LLC (“Owner”) is the owner of the property located at 1305 N. Barrington Road, as shown on Exhibit “A” attached hereto and made a part hereof; and

WHEREAS, Owner received site plan amendment approval from the Village of Hoffman Estates pursuant to Ordinance 4960-2022, dated September 19, 2022; and

WHEREAS, as a condition of Ordinance 4960-2022, Owner is required to grant a public utility easement to the Village of Hoffman Estates over the existing watermain on the property; and

WHEREAS, Owner is now prepared to grant a public utility easement to the Village of Hoffman Estates as described in the Plat of Easement attached hereto and made part hereof as Exhibit “B”; and

WHEREAS, it is in the public interest to accept such public utility easement.

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

Section 1: That the public utility easement granted in the Plat of Easement attached hereto as Exhibit B is hereby accepted.

Section 2: That the Village President and Village Clerk are hereby authorized to execute the Plat of Easement for 1305 N. Barrington Road dated July 15, 2024.

Section 3: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

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

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

PASSED THIS _____ day of _____, 2024

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

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Deputy Village Clerk

Published in pamphlet form this _____ day of _____, 2024.

Exhibit A
1305 N Barrington Road
PINs: 07-07-300-044-0000



Legend

- Parcels
- Subject Property



Planning and Transportation Division
Department of Development Services
September 2024

PLAT OF EASEMENT

LEGAL DESCRIPTION:

EASEMENT FOR PUBLIC UTILITIES A:

That part of Lot 2 in Golf & Barrington Subdivision, being a subdivision in part of the Southwest Quarter of Section 7, Township 41 North, Range 10 East of the Third Principal Meridian according to the Plat thereof recorded November 16, 1994 as Document No. 94070387, being described as follows: Commencing at the Northwest corner of said Lot 2, thence North 89 degrees 35 minutes 58 seconds East along the North line thereof, 99.96 feet; thence South 78 degrees 48 minutes 43 seconds East along said North line, 54.22 feet to the Place of Beginning; thence continuing South 78 degrees 48 minutes 43 seconds East along said line, 10.39 feet; thence South 04 degrees 30 minutes 17 seconds East, 8.15 feet to the North line of a 20 foot Watermain Easement recorded as Document No. 98396417; thence South 86 degrees 28 minutes 47 seconds West along said North line, 10.00 feet; thence North 04 degrees 30 minutes 17 seconds West, 10.78 feet to the Place of Beginning in Cook County, Illinois.

EASEMENT FOR PUBLIC UTILITIES B:

That part of Lot 2 in Golf & Barrington Subdivision being a subdivision in part of the Southwest Quarter of Section 7, Township 41 North, Range 10 East of the Third Principal Meridian according to the Plat thereof recorded November 16, 1994 as Document No. 94070387, being described as follows: Commencing at the Northwest corner of said Lot 2, thence North 89 degrees 35 minutes 58 seconds East along the North line thereof, 99.96 feet; thence South 78 degrees 48 minutes 43 seconds East along said North line, 54.22 feet to the Place of Beginning; thence continuing South 78 degrees 48 minutes 43 seconds East along said South line, 10.01 feet; thence South 01 degree 29 minutes 13 seconds East, 123.16 feet to the North line of Lot 1 in Shell Oil Company's Consolidated Plat No. 4 according to the Plat thereof recorded May 13, 1998 as Document No. 98396417, being a subdivision in part of the Southwest Quarter of Section 7, Township 41 North, Range 10 East of the Third Principal Meridian; thence South 86 degrees 40 minutes 38 seconds West along said North line, 10.01 feet; thence North 01 degree 29 minutes 13 seconds West, 123.12 feet to the Place of Beginning in Cook County, Illinois.

OWNERS CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

This is to certify that 2590 W. Golf LLC is the owner of a portion of the land described on the plat hereon drawn and shown hereon as subdivided; that he (they) has (have) caused said land to be surveyed, subdivided, staked and plotted as shown hereon for the purpose of having this plat recorded provided by law and have determined to the best of my (our) knowledge the school district in which this subdivision lies in Paducah Township High School District 211.

In witness where I (we) have hereunder set my (our) hand (s) and Seal (s)

this 1st day of August, A.D. 2024

By: *[Signature]*

Attest:

NOTARY CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

I, Eric Meyer, a Notary Public, in and for said County, in the

State aforesaid, do hereby certify that the people whose signatures appear in the "Owner's Certificate" are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners and that they appeared before me this day in person and acknowledged that they signed and delivered the Plat as their own free and voluntary act for purposes therein set forth.

Given under my hand and Notarial Seal in Cook County, Illinois, on

this 1st day of August, A.D. 2024

By: *[Signature]* My Commission Expires August 15, 2027

VILLAGE BOARD CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

Approved by the Board of Trustees of the Village of Hoffman Estates, of Cook County, Illinois, on

this _____ day of _____, 20____, A.D.

Village President _____

Attest: Village Clerk _____

RECORDERS CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

This instrument filed for record in the Recorder's Office of Cook County, Illinois, on

this _____ day of _____, 20____, A.D.,

at _____ o'clock _____ M. and recorded as

Document Number _____

Cook County Recorder _____

SURVEYORS DESIGNATION OF RECORDING

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

I, Alexis Roman, a Professional Land Surveyor, in the State of Illinois, hereby designated the Village Clerk of Hoffman Estates to record a certain Plat of Subdivision known as Golf & Barrington Subdivision with the Cook County Recorder of Deeds of Register of Titles on this 5th day of March, 2024, A.D.

This designation is granted under the right to designate a recording agent under 765 ILCS 205/2.

Professional Land Surveyor _____

MORTGAGE CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

The undersigned as Mortgagee pursuant to the mortgage dated 12/23/2019 and recorded as Document No. 2002713049 and as modified by Document No. _____ and recorded on 01/21/2020 hereby consents to the dedication and plat shown hereon.

Dated this 28th day of August, A.D. 2024, by Barbara Ann D. Troop, on behalf of _____ Corporation.

By: *[Signature]* Attest: *[Signature]*

Title: Loan Originations Officer

NOTARY CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

I, Alexis Roman, a Notary Public, in and for said County, in the State aforesaid, do hereby certify that the people whose signatures appear in the "Mortgage Certificate" are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners and that they appeared before me this day in person and acknowledged that they signed and delivered the Plat as their own free and voluntary act for purposes therein set forth.

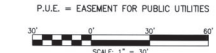
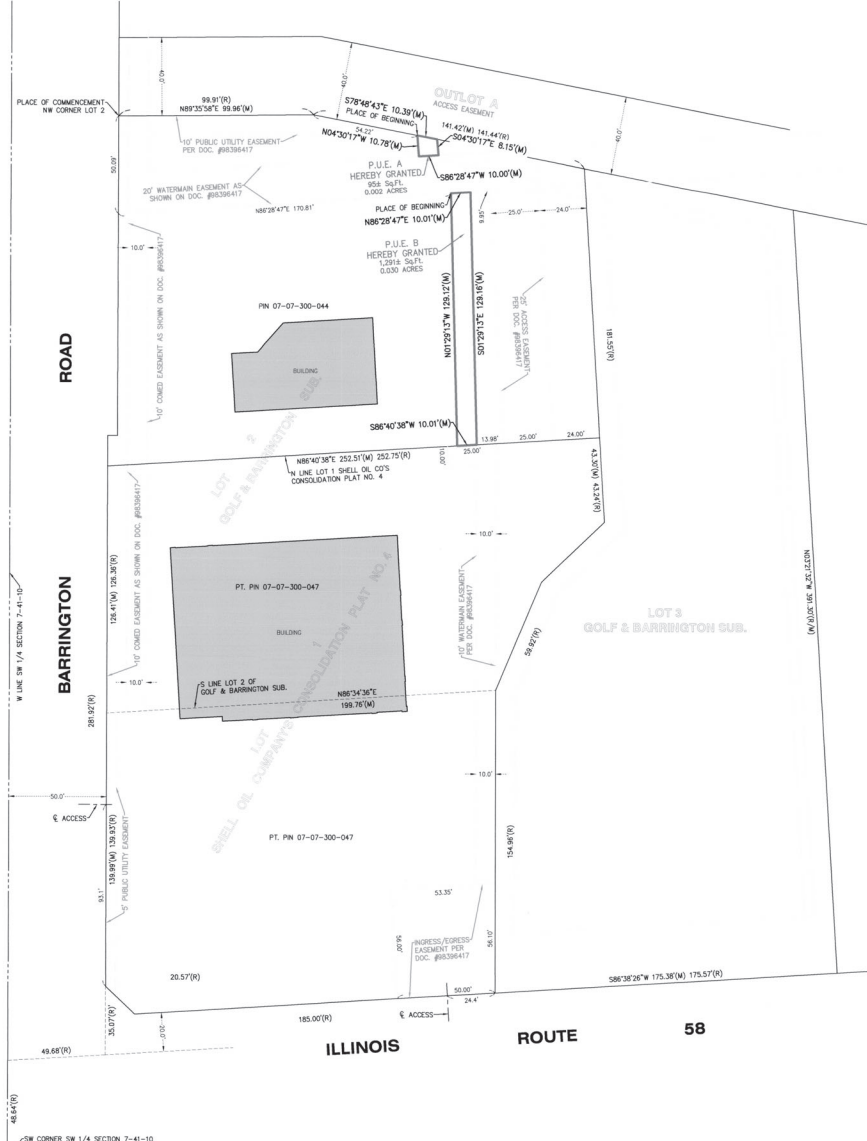
Given under my hand and Notarial Seal in Cook County, Illinois, on

this 28th day of August, A.D. 2024

By: *[Signature]* My Commission Expires August 15, 2027

EASEMENT PROVISIONS:

An easement is hereby reserved by and granted to the Village of Hoffman Estates and to utility service providers and their successors that hold a license or franchise upon the date of this document within the Village of Hoffman Estates and Cook County, Illinois, within the area shown by bold lines and within the area defined "Easements for Public Utilities A and Easement for Public Utilities B" on this plat, to install, lay, construct, renew, operate and maintain conduits, cables and wires, storm and sanitary sewer and water mains and drainage sewers, above and underground, with all necessary manholes, water valves and other equipment, and for the purpose of serving the subdivision and other property with telephone, electric, television, sewer and water service, and drainage purposes, the right to enter upon the lots at all times to install, lay, construct, renew, operate and maintain within said easement area said conduits, cables, wires, manholes, water valves and other equipment, and for the installation, maintenance, relocation, renewal and removal of gas mains and appurtenances, and finally the right is hereby granted to cut down and remove and trim and keep trimmed, trees, shrubs, or saplings that interfere or threaten to interfere with any of the said public utility equipment. Operation and maintenance of the stormwater management facilities will be performed by the Village only in the event of owner default, in the owner's maintenance obligations, and will be done at the owner's expense in accordance with the accompanying Easement Agreement. No permanent buildings or concrete patios shall be placed on said easement, but some may be used for gardens, shrubs, landscaping and other purposes that do not then or later interfere with the aforesaid uses or rights herein granted. However, if fences are to be erected by any owner or owners in this subdivision within said easement, these must be placed in a location acceptable to the Village of Hoffman Estates and prior to erecting such a fence, a permit for such a fence installation must be obtained from said Village.



CLIENT: HEIDNER PROPERTIES, INC.
DRAWN BY: DJV CHECKED BY: _____
SCALE: 1" = 30' DATE: 07-11-19
BASIS OF BEARING: ASSUMED
P.L.N.: 07-07-300-044
JOB NO.: 240091 I.D. PCA
FIELDWORK COMP. BY: N/A INK: _____ PG: _____
ALL DIMENSIONS SHOWN IN FEET AND DECIMALS THEREOF.
PARTS THEREOF CORRECTED TO 6F.

07/15/24 - OKV - REVISED LOT 2 DIVIDING PROPERTY LINE
05/03/24 - OKV - REVISED EASEMENT PROVISIONS LANGUAGE PER CLIENT REQUEST
04/08/24 - APG - REVISED EASEMENT LANGUAGE PER CLIENT REQUEST
03/05/24 - OKV - REVISED CERTIFICATES PER CLIENT REQUEST
02/27/24 - OKV - REVISED CERTIFICATES PER CLIENT REQUEST

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

I hereby state that we have plated the premises above described, and that the plat hereon is a true representation of the said Description.

Dated at Woodstock, McHenry County, Illinois 02/26 A.D., 20 24.

Vanderstappen Land Surveying, Inc.
Design Firm No. 194-026782

By: *[Signature]*
Illinois Professional Land Surveyor No. 3857



ORDINANCE NO. 4960 - 2022

VILLAGE OF HOFFMAN ESTATES
AN ORDINANCE GRANTING A SITE PLAN AMENDMENT
FOR DUNKIN' LOCATED AT
1305 N. BARRINGTON ROAD, HOFFMAN ESTATES, IL

WHEREAS, the Planning and Zoning Commission at a public hearing duly called and held according to law on September 7, 2022, considered the request by 2590 W GOLF LLC (owner) for a Site Plan Amendment to permit site modifications for a Dunkin' restaurant located at 1305 N. Barrington Rd, and shown on Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, the Planning and Zoning Commission made certain Finding of Fact attached hereto and made a part hereof as Exhibit "B" and recommended approval of the Site Plan Amendment to the Board of Trustees; and

WHEREAS, the Corporate Authorities have received and considered said recommendation; and

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

Section 1: The Corporate Authorities hereby find that the facts and statements contained in the preamble of this Ordinance are true.

Section 2: Site Plan Amendment approval authorized under Section 10-2-2 of the Subdivision Code is hereby granted for the property located at 1305 N. Barrington Road. Such approval is granted based upon the plans submitted as part of Exhibit B and the following conditions:

1. The development shall substantially conform to the plans presented as part of this application except as such plans may be changed to conform to Village Codes and Ordinances.
2. A building permit is required. A building permit must be issued within one year of the date of Village Board approval.
3. A Grant of Easement shall be provided for the existing watermain on the property. The easement shall be in a manner and form acceptable to the Village Corporation Counsel. The final Grant of Easement shall be submitted prior to the issuance of a certificate of occupancy for the building at 1305 N. Barrington Road.


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

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

PASSED THIS 19th day of September, 2022

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	<u>X</u>	_____	_____	_____
Trustee Anna Newell	<u>X</u>	_____	_____	_____
Trustee Gary J. Pilafas	<u>X</u>	_____	_____	_____
Trustee Gary G. Stanton	<u>X</u>	_____	_____	_____
Trustee Michael Gaeta	<u>X</u>	_____	_____	_____
Trustee Karen Arnet	<u>X</u>	_____	_____	_____
Mayor William D. McLeod	<u>X</u>	_____	_____	_____

APPROVED THIS 19th DAY OF September, 2022


Village President

ATTEST:


Village Clerk

Published in pamphlet form this 22nd day of September, 2022.

Exhibit A
1305 N Barrington Road
PINs: 07-07-300-044-0000



Legend

- Parcels
- Subject Property



Planning and Transportation Division
Department of Development Services
August 2022



**VILLAGE OF HOFFMAN ESTATES
PLANNING AND ZONING
COMMISSION
FINDING OF FACT**

PROJECT NUMBER: MASTER22-0002
PROJECT NAME: Dunkin' Site Plan Amendment
ADDRESS/LOCATION: 1305 N. Barrington Rd.
OWNER / PETITIONER: 2590 W Golf LLC
REQUEST: Site Plan Amendment
ZONING / LAND USE: RPD Residential Planned Development, currently 1 vacant commercial structure
PZC MEETING DATE: September 7, 2022
PZC RECOMMENDATION: **APPROVAL** (10 Ayes, 0 Nays, 1 Absent)
VILLAGE BOARD MEETING DATE: September 19, 2022
STAFF ASSIGNED: Kevin Anderson, Associate Planner

MOTIONS

A. Request by 2590 W GOLF LLC for a Site Plan Amendment for the property at 1305 N. Barrington Road. The following conditions shall apply.

1. The development shall substantially conform to the plans presented as part of this application except as such plans may be changed to conform to Village Codes and Ordinances.
2. A building permit is required. A building permit must be issued within one year of the date of Village Board approval.
3. A Grant of Easement shall be provided for the existing watermain on the property. The easement shall be in a manner and form acceptable to the Village Corporation Counsel. The final Grant of Easement shall be submitted prior to the issuance of a certificate of occupancy for the building at 1305 N. Barrington Road.

FINDING

The Planning and Zoning Commission heard the request from Ryan Dirksen and Eric Carlson with ECA Architects and Planners representing the applicant. Mr. Dirksen provided an overview of the application, including the proposed modifications to the east side of the site to accommodate Dunkin' as a new tenant with drive-through. The parking bank directly east of the building would be reoriented to accommodate new exterior coolers and a dumpster enclosure, and associated curbing and landscape improvements.

Staff provided a background of existing conditions of the property and a summary of the Staff report.

The Commissioner’s questions included:

- Would the Petitioner use the existing freestanding sign? Yes. Staff noted a Variation for the size of this sign was approved in 1996.
- Is there a color rendering of the building? Staff stated this is an existing structure and the petitioner is not making any building exterior changes, other than to add a walk-in cooler on the east side of the building.
- Is there new landscaping? Staff stated the existing landscape and lighting plans are not proposed to change.
- Is the Dunkin’ south of this one near Mariano’s closing? The petitioner said yes, it is the same franchisee and it is relocating.
- What will the outside coolers look like? The petitioner stated the outside coolers will be painted to match the building.

AUDIENCE COMMENTS

None

PLANNING AND ZONING COMMISSION VOTE

Commissioner	Roll Call Vote
Chairperson Eva Combs	Aye
Vice-Chair Adam Bauske	Aye
Daniel Lee	Aye
Tom Burnitz	Aye
Lon Harner	Aye
Lenard Henderson	Aye
Myrene Iozzo	Aye
Minerva Milford	Absent
Nancy Trieb	Aye
Denise Wilson	Aye
John Wise	Aye
10 Ayes, 0 Nays, 1 Absent	MOTION APPROVED

ATTACHMENTS

The Planning and Zoning Commission Staff Report dated September 7, 2022 and all associated attachments are hereby made a part of this Finding.



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE

BY: Jennifer Horn, Director of Planning and Transportation *Jennifer Horn*

October 2024

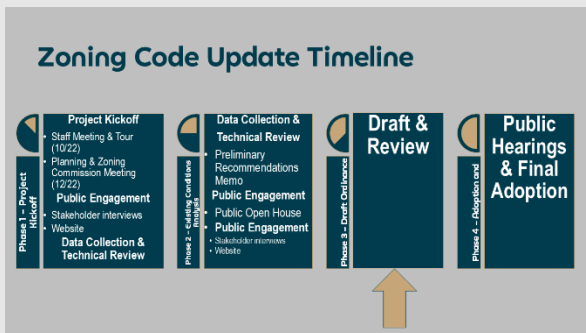
GENERAL UPDATES

- Planning staff participated in the annual APA-IL State Conference September 25-27 in Champaign, IL. Phil Green, member of the executive committee for APA-IL, organized networking and social events with conference attendees and Daisy Dose-Adamzadeh served as a juror for the awards committee.
- Transportation & Long-Range Planner Phil Green has been elected to the position of At-Large Officer of the APA-IL board. His first term begins January 1.

LONG RANGE PLANNING PROJECT STATUS



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



- ◆ Epstein (as lead), HNTB, and All Together awarded contract for comprehensive multimodal plan: Hoffman in Motion.
- ◆ Website is live www.hoffmaninmotion.com.

Public Engagement

- ◆ Steering Committee meeting #2 being scheduled.
- ◆ Survey #2 expected to be released this fall.
- ◆ Workshop scheduled at Public Works Open House on November 2.
- ◆ Future public engagement will be focused on specific recommendations and interventions that will form the draft plan.
- ◆ Visit www.hoffmaninmotion.com/photos to see pictures from past and future public engagement events.

Work Product

- ◆ Project remains on track for summer 2025 completion.
- ◆ Existing Conditions Report was presented to Committee in September.



ACTIVE PLANNING PROJECTS

Project	Address	Status	PZC or PBZ Meeting	VB Meeting
Side Yard Setback Variation for a Deck	1720 HIGHLAND BLVD	APPROVED	9/18/24	10/7/24
Kensington Fields Townhomes (Pulte)	1950 HASSELL RD	APPROVED	10/2/24	10/7/24
Plum Farms Development Agreement # 3 Mulch Use	4800 W HIGGINS RD	APPROVED	9/5/2024	10/7/24
Dunkin' Water Main Easement	1305 N BARRINGTON RD	PUBLIC MEETING	10/14/24	10/21/24
HE Community Bank Master Sign Plan	2200 W HIGGINS RD	PUBLIC MEETING	10/16/24	10/21/24
CMIC Addition	2860 FORBS AVE	ON HOLD		
Beverly Property Mass Grading (staff approval)	2601 BEVERLY RD	UNDER REVIEW		
Compass Data Center Site Plan	3333 BEVERLY RD	UNDER REVIEW		
Apple – Golf Rezoning and Concept Review	1180 & 1190 APPLE ST	UNDER REVIEW		
Scooter's Coffee	2 E HIGGINS RD	UNDER REVIEW		
Harvest Community Church Parking Lot Expansion	2060 STONINGTON AVE	UNDER REVIEW		
Microsoft CHI07 Data Center	3125 N BARRINGTON RD	UNDER REVIEW		
Yoga & Massage Special Use	1721 MOON LAKE BLVD # 410	UNDER REVIEW		
Detached Garage Size Variation	1120 ASH RD	UNDER REVIEW		
Clearbrook Special Use	1260 W HIGGINS RD	UNDER REVIEW		
Bell Works Apartments Concept Review	2000 CENTER DR	UNDER REVIEW		

MONTHLY PLANNING PROJECT ACTIVITY

Projects Submitted by Type	September	2024 YTD
Pre-Development	1	3
Agreement	1	1
Annexation		
Courtesy Review		
Easement		3
Master Sign Plan		3
Plat of Subdivision		2
Other Plat		2
RPD Amendment		1
Site Plan Review		14
Special Use		4
Text Amendment		
Rezoning		1
Variation		6
Total	2	40
FOIA Processed	0	17
Zoning Verification Letters	0	3
Building Permits Reviewed by Planning	76	664

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	September		2024 YTD	
Number of administrative/staff review site plan cases completed	0	NA	7	88%
Number of PZC site plan cases processed	0		1	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

Site Plan Review Timing	September		2024 YTD	
Number of cases processed within 105 days	0	NA	8	100%
Annual goal is to complete 100% of cases within 105 days				



VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
CODE ENFORCEMENT DIVISION MONTHLY REPORT

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Sanyokta Kapur, Director of Building & Code Enforcement

October 2024

GENERAL ACTIVITIES

- On September 11-13, 2024, David Banaszynski & Kathleen Kuffer attended the FDA Retail Food Seminar & IEHA AEC in Rosemont.
- On September 18, 2024, Tricia Morani attended the Permit Tech Nation monthly virtual meeting.
- On September 25, 2024, Tricia Morandi attended the Employee Wellness Committee meeting.
- On September 25, 2024, Tricia Morandi attended the Community Development Best of the West user group virtual meeting.
- Congratulations to **David Dodge**, who has joined the Building and Code Enforcement Division as the **Building Official**.
- **Seasons of Hoffman Estates** has received occupancy for its clubhouse and all residential buildings. Minor site work and final surveys are pending.
- **Microsoft** is making significant construction progress on the Colos 2 to Colos 5 buildouts in Building 1, CHI05. There will be construction trailers set up for management and safety offices for CHI 06 off Lakewood Blvd. The permit issuance for CHI06, Building 2 of the campus, will be completed once cost estimates are finalized.
- Demolition of existing structures is ongoing at the Sears campus. Mass grading of the **Compass** data centers has been approved by Village Board and Site Development permit is close to issuance.
- **Popeye's** on Higgins Rd is officially open for business.
- **Dar-UI -Ilm** Foundation interior buildout for religious center at Lakewood Blvd is ongoing.
- **Nothing Bundt Cake** is scheduled to start interior buildout off Higgins Rd, in the Poplar Creek Crossing Subdivision.
- **Playroom Café** at Barrington Square Subdivision is starting interior buildout.
- **Fire Station 21** off Flagstaff Lane is scheduled for kickoff in October.
- **ComEd** is almost complete with construction on the Pembroke Ave. substation expansion.
- The new **Advocate** outpatient facility on Hoffman Blvd. within Prairie Stone is scheduled to be completed by mid-November.
- **Airdrie Estates** subdivision has several lots under construction for new single-family homes.
- Code Enforcement staff have been involved in several ongoing property maintenance cases as well as annual monitoring of commercial snow removal and pothole maintenance.

Bell Works Construction Update:

- Staff is working with Bell Works on several tenant build-outs and parking garage repairs throughout the east side. Site Development permit approval for Bell Works Townhomes is pending.

2024 Code Enforcement Freedom of Information Act Requests Processed

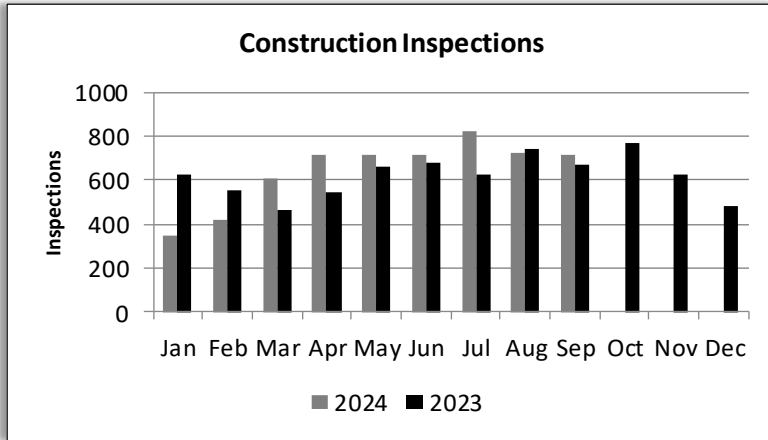
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
31	34	51	46	54	52	52	51	55				426

2024 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
10	4	16	20	35	21	23	13	21				163

Construction Inspections

Year	2024	2023
Jan	346	628
Feb	415	555
Mar	607	468
Apr	715	544
May	718	657
Jun	717	676
Jul	827	625
Aug	720	743
Sep	716	671
Oct		770
Nov		629
Dec		478
Total	5781	7444



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

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- There are currently 1,835 rental properties registered. This includes 1,176 single family and townhome units (64%) and 659 condominium units (36%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 15, 2023, to all rental properties. The deadline to submit payment and update registration information was February 1, 2024.
- As of October 4th, 1,804 properties have renewed.

2024 Rental Inspections

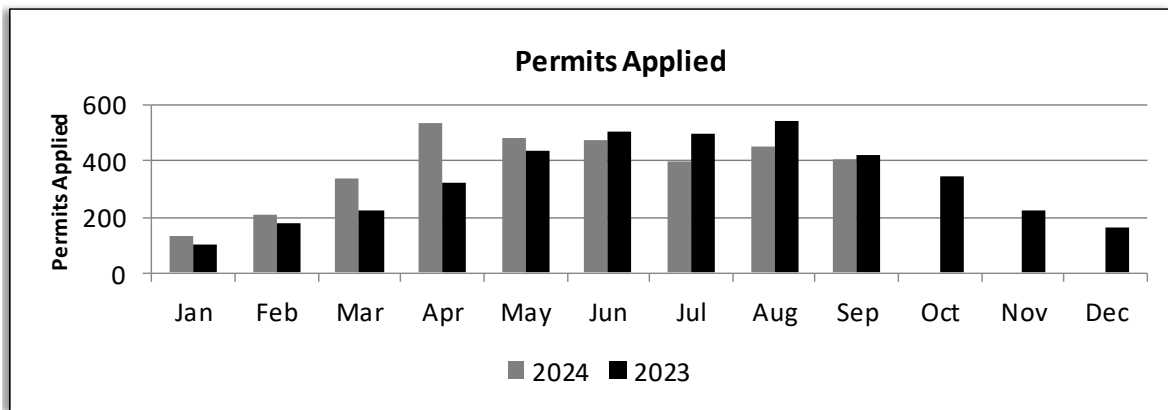
Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	124	76	68	113	107	127	160	100	154				1029
Reinspections	108	87	64	68	78	79	79	118	94				775
Total	232	163	132	181	185	206	239	218	248	0	0	0	1804

2024 Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2023 Total
Commercial New	0	1	0	1	2	0	0	3	0				7	9
Single Family New	0	0	0	0	1	0	0	0	2				3	5
Land Development	0	0	0	0	0	0	0	0	1				1	1
Fire	13	8	15	9	3	9	17	18	10				102	158
All Other Permits	108	127	205	367	299	296	312	308	304				2326	2907
2024 Total	121	136	220	377	305	305	329	329	317	0	0	0	2439	

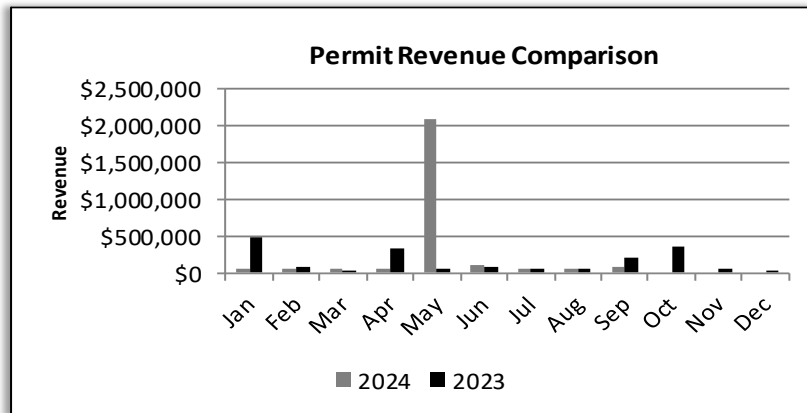
2024 Permits Applied

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	134	205	340	535	479	470	395	447	409				3414
2023	105	179	227	322	433	505	496	544	419	345	223	161	3959



Permit Revenue

Year	2024	2023
Jan	\$54,595	\$475,262
Feb	\$55,383	\$92,415
Mar	\$61,118	\$48,876
Apr	\$63,268	\$331,820
May	\$2,080,130	\$62,483
Jun	\$100,777	\$85,224
Jul	\$67,251	\$67,487
Aug	\$70,712	\$66,181
Sep	\$86,798	\$222,586
Oct		\$350,822
Nov		\$56,694
Dec		\$34,685
Total	\$2,640,032	\$1,894,535

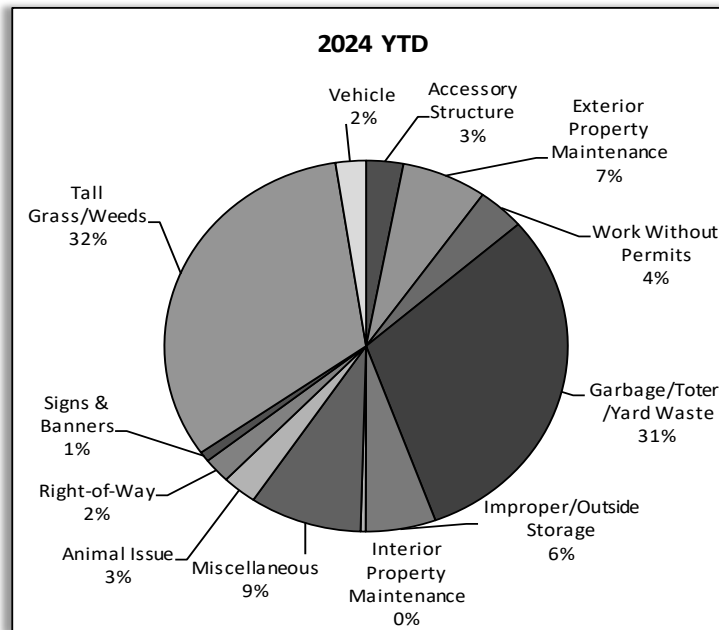


2024 Budget: \$3,767,000.

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

2024 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD	2023 Total
Accessory Structure	1	3	3	14	6	6	3	5	3				44	44
Exterior Property Maintenance	4	2	19	36	15	10	7	6	2				101	93
Work Without Permits	1	4	5	4	7	9	11	6	9				56	58
Garbage/Toters/Yard Waste	25	70	25	52	60	28	40	59	96				455	468
Improper/Outside Storage	5	8	3	10	9	13	12	15	8				83	165
Interior Property Maintenance	1	0	0	0	2	1	0	0	2				6	11
Miscellaneous	16	14	27	10	15	15	14	10	12				133	123
Animal Issue	1	0	0	3	1	2	11	13	10				41	35
Right-of-Way	4	0	0	10	2	5	3	6	2				32	15
Signs & Banners	1	3	2	0	2	1	1	3	0				13	15
Tall Grass/Weeds	0	0	0	21	190	80	78	74	34				477	276
Vehicle	2	5	3	4	2	4	4	4	8				36	70
2024 Total	61	109	87	164	311	174	184	201	186	0	0	0	1477	
2023 Total	60	69	49	102	257	208	142	131	107	118	69	61		1373



2024 Citations Issued

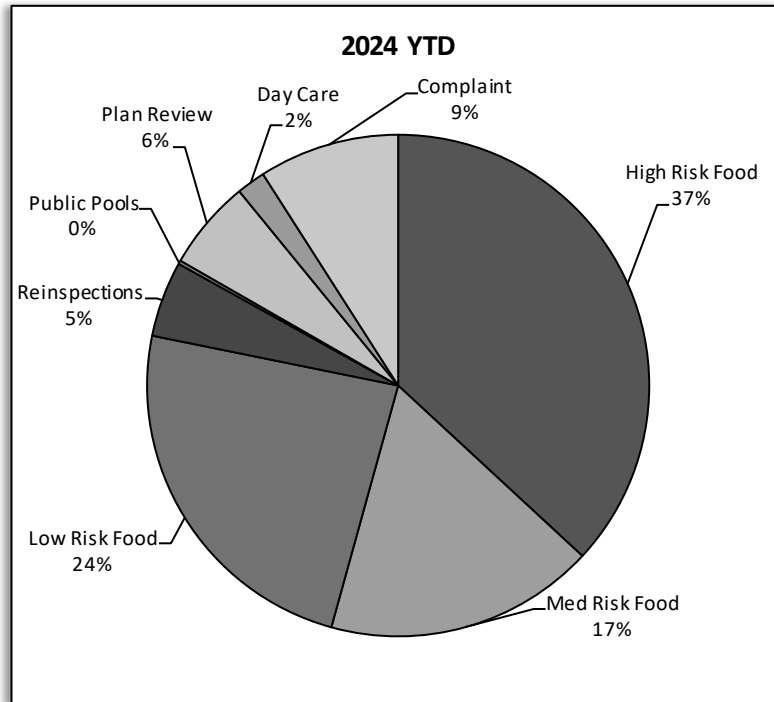
Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	24	20	14	2	90	33	8	24	49				264
Code	42	59	177	46	89	83	67	65	48				676
Rental	0	74	103	0	113	49	6	66	59				470
Total	66	153	294	48	292	165	81	155	156	0	0	0	1410

2024 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	37	54	56	65	82	102	106	82	86				670
Rental	75	84	36	87	73	72	88	60	50				625
Total	112	138	92	152	155	174	194	142	136	0	0	0	1295

2024 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	37	34	0	0	32	39	1	4	12				159
Med Risk Food	0	0	34	35	0	1	4	1	0				75
Low Risk Food	0	0	1	2	1	0	42	57	0				103
Reinspections	2	0	4	2	2	4	3	3	1				21
Public Pools	0	0	0	0	1	0	0	0	0				1
Plan Review	3	0	1	6	3	4	2	3	3				25
Day Care	0	0	2	5	0	0	0	1	0				8
Complaint	2	1	3	6	5	4	7	6	5				39
Total	44	35	45	56	44	52	59	75	21	0	0	0	431



Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high-risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. There are approximately 285 facilities that require a total of approximately 525 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).



HOFFMAN ESTATES
Where Businesses Converge

Economic Development & Tourism Monthly Report

OCTOBER 2024

ECONOMIC DEVELOPMENT

EVENT HIGHLIGHTS



Staff attended the IL Economic Development Association Site Selectors Forum



The Village hosted Cook County Commission Kevin Morrison and his team



Mr. Kramer moderated a panel at the Local ICSC@CENTRAL show



Hoffman Estates sponsored the Bisnow midwest data center event



Mr. Kramer attended the annual IEDC conference for education and networking



Attended the Data Center Anti-Conference to network with data center professionals



Ms. Oshana closed her time in Hoffman Estates on October 4th. Staff is thankful for her contributions over the last year.



The Village hosted the NLNW Business Workshop to assist small businesses

SUMMARY OF ACTIVITIES

- In conjunction with the Economic Development Commisison, Staff coordinated a C-Suite Breakfast dsicussion hosted by Vistex. Several business executives attended and the plan will be to host two more in 2025.
- Finalized the fall update of the Restaurant Guide. The guide will continue to be updated on a bi-annual basis.
- Staff continued to meet with property owners within the S&P TIF to understand the best course for bringing new tenants into the area.
- Worked with Next Level Northwest to plan and host a new quarterly business basics workshop, hosted at Hoffman Estates Village Hall. The new format of NLNW will require all businesses to attend one of these workshops prior to submitting an application for one-on-one coaching assistance.
- Provided resources to small businesses and connected several of them to NLNW.

September 2024

Village of Hoffman Estates
Economic Development
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TOURISM

HOTEL UPDATE

THROUGH AGUSUT 2023 VS JULY 2024

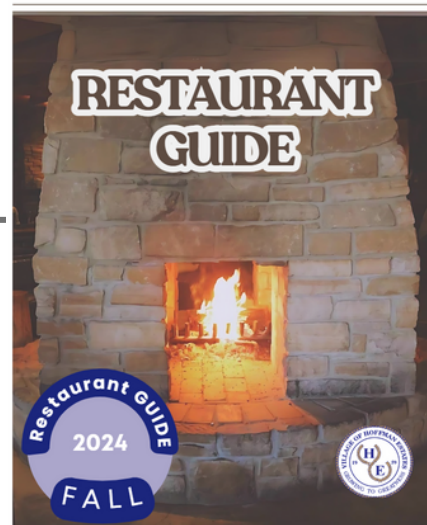
YOY HOTEL TAX REVENUES INCREASED BY \$7,973 (4%)

2023 YOY HOTEL TAX REVENUE

Total hotel tax revenues collected
for August 2023 - \$169,039

2024 YOY HOTEL TAX REVENUE

Total hotel tax revenues collected
for August 2024 - \$177,012



VISITHOFFMAN UPDATE

- Staff has hired McDaniels to assist in redesigning the logo and tagline for re-branding. Several vision boards have been produced for Staff review to guide McDaniels in the desired look of the site. The webpage structured is also being built out this month.

EVENTS

- Ken Kraft Midlands Wrestling Tournament - NOW Arena December 27-31, 2024: The Marriott will be the host hotel in 2024. Holiday Inn Express, Hyatt Place, Country Inn & Suites, Hilton Garden Inn and Comfort Inn are team hotels. Staff has met with the Chicago Marriott Sales leader and Midlands to detail host hotel activities. Meetings continued with NOW Arena, Northwestern University and youth wrestling event organizers to detail tournament schedule, ticket prices/packages and 60th Year of event celebrations.
- Volleyball World - FIVB - NOW Arena June 2025: Staff is exploring grant opportunities to cover event costs to make a bid for this international event more attractive to event organizers. We are detailing the event costs, anticipated ticket sales, room nights captured and food and beverage spend to quantify the increased revenues this world class event would bring to our region. Initial findings suggest the Village would see a larger spend than we experienced with USAG which was record breaking in all areas. Event organizers work through Marriott brand national sales teams who have distributed the RFP for team reservations to all Marriott branded full-service hotels within 10-15 miles of the NOW Arena. Site tours were conducted to Chicago Marriott NW, Schaumburg Marriott, Prairie Stone Fitness Courts and Harper College courts.

MEETINGS/ACTIVITIES

- 4th of July Commission meeting
- Celtic Fest Commission meeting
- Tourism ED Meeting
- Met with MEET Chicago NW Sports Market Director and Schaumburg Marriott Sales Team
- Circulated Police Incident Reports to hotels
- Researching grant opportunities to draw US Volleyball event for 2025
- Webinar - Learn the SEO basics and boost website traffic
- Webinar - How to use AI to streamline your marketing
- Webinar - IL Office of Tourism & Tourism Exchange USA supplier webinar



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention