

This meeting is being held via telephonic attendance.

**AGENDA
PLANNING, BUILDING AND ZONING COMMITTEE
Village of Hoffman Estates
May 11, 2020**

Immediately Following the Transportation & Road Improvement Committee

Members:	Gary Stanton, Chairman	Anna Newell, Trustee
	Karen Arnet, Vice-Chairman	Gary Pilafas, Trustee
	Karen Mills, Trustee	Michael Gaeta, Trustee
		William McLeod, Mayor

I. Roll Call

II. Approval of Minutes - April 13, 2020

NEW BUSINESS

1. Discussion regarding the review process for tenant occupancies in the Bell Works project.

REPORTS (INFORMATION ONLY)

1. Planning Division monthly report.
2. Code Enforcement Division monthly report.
3. Economic Development and Tourism monthly report.

III. President's Report

IV. Other

V. Items in Review

VI. 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**

April 13, 2020

I. Roll Call

Members in Attendance:

Gary Stanton, Chair
Karen Arnet, Vice-Chair, via Electronic Attendance
Karen Mills, Trustee, via Electronic Attendance
Anna Newell, Trustee, via Electronic Attendance
Gary Pilafas, Trustee, via Electronic Attendance
Michael Gaeta, Trustee
Mayor William D. McLeod

**Management Team Members
in Attendance:**

James Norris, Village Manager
Arthur Janura, Corporation Counsel
Peter Gugliotta, Director of Dev. Services
Fred Besenhoffer, Director of IS
Ric Signorella, CATV Coordinator

The Planning, Building & Zoning Committee meeting was called to order at 7:16 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Planning, Building & Zoning Committee meeting minutes of March 16, 2020. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request by Walnut Pond Estates, LLC for approval of a Subdivision Improvement and Release Agreement for Airdrie Estates Subdivision located at the northeast corner of Rohrssen Road and McDonough Road.**

An item summary sheet from Art Janura, Jim Norris, Peter Gugliotta and Jim Donahue was presented to Committee.

Peter Gugliotta addressed the Committee and reported that since the Shoe Factory Road reconstruction no longer includes a Rohrssen Road realignment, the petitioner is requesting that the Village release its rights to Lots 17, 18 and 19 on the subject property so the petitioner can make them available for sale. Greg Jones, attorney with Ancel Glink, provided some background.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve Subdivision Improvement and Release Agreement for Airdrie Estates Subdivision located at the northeast corner of Rohrssen Road and McDonough Road. Roll call vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

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

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

2. 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.

3. 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.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:38 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding the review process for tenant occupancies in the Bell Works project

MEETING DATE: May 11, 2020

COMMITTEE: Planning, Building and Zoning

FROM: Peter Gugliotta *PG*

REQUEST: Discussion regarding the review process for tenant occupancies in the Bell Works project.

Note that no Committee action is required for this item, instead it is brought forward as an important update on a key development project in the Village

BACKGROUND: On November 6, 2019, Bell Works received site plan approval for Phase 1, including the atrium, 32,000 square feet of speculative office space, and a small retail area. The plan included use of part of the eastern parking deck and underground interior parking area (for ADA spaces). The approval included conditions (see attached Finding of Fact) that outlined the scope of future comprehensive site upgrades (such as a pedestrian/bike path network, accessibility improvements, traffic study, master signage plan, etc.) that will be implemented throughout the site as the building eventually fills with tenants. It was expected that the Phase 2 site plan request would cover at least half (or more) of the 1.6 million square feet of building space on the campus and, therefore, would require Planning and Zoning Commission/Village Board review and approval.

COVID-19 Disruption

With the COVID-19 Pandemic rapidly expanding in March, almost all prospective tenant discussions ceased at Bell Works (and most other vacant properties). As the Pandemic grew and the State issued severe restrictions, the business climate has become very unstable and uncertain. Many office companies that had been considering expansion, relocation, or consolidation into new space suspended search efforts while they wait to see when normal business may resume and how their operations may be impacted.

Throughout the past two months, Somerset has continued with the Phase 1 build-out, with interior demolition completed and construction on the atrium and office areas under way. The intention with Phase 1 is to finish and furnish the “ready-to-wear” and “co-working” office areas, then lease to tenants needing immediately-available, flexible space. Code and Fire staff continue with inspections and construction status meetings on a regular basis.

BACKGROUND: (Cont'd)

In late April, Somerset reached out to update staff on their project status and some changes that are needed for the project to remain financially healthy and viable for the long run. Fortunately, investors continue to support the project and this has allowed work to continue. However, in response to the economic conditions brought on by the COVID-19 Pandemic, Somerset has been forced to re-think their strategy for marketing and leasing office space. Some immediate adjustments are being made to the design of the Phase 1 office spaces and furniture to provide a more “social distance-friendly” environment based on the expectation that measures will need to remain in place for the foreseeable future and prospective tenants will demand certain features. These minor changes do not require any Village approvals.

A second strategic change on a larger scale involves marketing blocks of office space that retain the existing floor plan layout from the AT&T occupancy and simply require dividing walls between tenants. Improvements would be limited to carpeting and furnishing upgrades rather than more costly, full construction build-outs. This approach would provide a lower cost option to the market that could appeal to tenants looking for affordable short-term space, particularly as they may be uncertain of how the economy may fair over the course of the next few years. If tenants are attracted to this offering and ultimately decide to stay at Bell Works to grow over the long-term, they would be able to design more customized and permanent space within the same building and relocate easily when it is built-out. Of course Somerset would still welcome full build-out tenants willing to make a larger investment now, but it is felt that they need to add a more flexible and faster-turnaround option to stay viable in this extremely challenging business climate.

DISCUSSION:

With the severe restriction placed on the economy due to COVID-19, it is not practical for Somerset to invest a significant amount of time and money up front to design and install campus-wide site improvements without securing at least a few initial tenants. The ultimate vision for the project with a highly amenitized and vibrant mixed-use environment remains, but developer needs to take a more practical and cautious approach to bringing it to fruition in a post-COVID business climate.

When outlining the changes Somerset feels are critical to keep their project moving forward, they expressed a need for the Village to provide a nimble and flexible approval process for permitting the initial group of tenants. Rather than seeking formal site plan approval for the comprehensive campus-wide site improvements in conjunction with areas of 600,000 square feet or more of building space in Phase 2, Somerset will likely be requesting building permits for individual smaller tenants, some of which may be leasing space in an “as-is” layout, with just basic cosmetic upgrades.

To support this new approach by the developer, the Village approval process also needs to deviate from the prior expectation of a large-scale, customized approach for Phase 2, which would have required a substantial investment of time and resources up front. The process needs to allow permits to be obtained quickly for individual tenants that will be able to fit within the existing building floor plan layout and do not require exterior site changes.

DISCUSSION: (Cont'd)***Village Review Process***

After talking through the COVID-driven economic challenges with the developer, staff was able to identify an existing Subdivision Code section that would fit the needs of the developer, while still retaining important Village procedures. Section 10-2-1.B of the Municipal Code requires owners of a multi-tenant commercial building to bring an older out-of-date property up to current code standards in a timeframe proportional to the amount of building space being re-occupied, but offers a process where individual tenants can continue obtain permits and occupy the building quickly, while the property owner time to properly plan and implement more comprehensive site improvements. A key benefit is that the owner can sign leases and begin collecting rent for a period of time before being required to spend money on improvements. This particular Code section served the Village very well throughout the early 2000s, as many older shopping centers were deteriorating - the flexible and practical nature of allowing owners to quickly get tenants on board while taking proper time to plan and construct longer term site improvements resulted in almost every retail center in the Village seeing investment during a 10-15 year period.

Since the former AT&T campus was such a large and atypical property, and the Bell Works project was such a new and unique concept, at the time it was thought that the custom approach outlined in the Phase 1 approval made the most sense. However, with the unprecedented interruption in the economy due to COVID-19, it is necessary that the Village be adaptable.

Section 10-2-1.B would typically require a commercial property to complete site improvements relative to the proportion of the building occupied within 18 months of the first occupancy, with the Village Board having the ability to grant an additional 12 month extension if requested. Implementation has also involved the provision of a security deposit to ensure the work is ultimately completed.

Since Bell Works already has approval of a Phase 1 occupancy plan, an earlier site-wide concept plan that included a 5-7 year build-out, and a large number of Village Board conditions stipulating comprehensive site improvements that must be completed, there is already a framework in place for the long term improvement to the site. Further, the non-residential portions of Bell Works are within a TIF District and a Redevelopment Agreement has been approved. Combined, these prior approvals avoid the need for the owner to create the typical master concept plan that a retail center owner would have to create, and it is also unnecessary for a security deposit to be provided for improvements since many of the site items could be TIF eligible. The timeframes for this project can follow the prior Village approvals rather than the general timeframes in Section 10-2-1.B.

SUMMARY:

In summary, staff will work with Somerset on permit requests following the structure provided by the prior Village Board approvals and following the format offered by Section 10-2-1.B of the Subdivision Code. This will allow building permits to be quickly reviewed and issued for individual tenants in portions of the building beyond Phase 1 that do not require site improvements. At the time site improvements (including a Master Sign Plan) are proposed by Somerset, or if a specific tenant requires significant changes on the site, the request will be brought forward for formal site plan review through the Planning and Zoning Commission and Village Board.

SUMMARY: (Cont'd)

It is important to note that the process outlined by staff in this memo is consistent with prior Village Board approvals and consistent with Village Code, therefore, no new action is required by the Board. This item and status update are brought forward for discussion due to the importance of the success of the Bell Works project to the Village and to ensure the Village Board remains fully informed of key impacts on local economic conditions due to the COVID-19 Pandemic.

RECOMMENDATION:

For discussion only.

Attachment

cc: Ken Gold (Somerset Development)



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

PROJECT NO.: 2019048P

VILLAGE BOARD MEETING DATE: NOVEMBER 18, 2019

PETITIONER(S): HOFFMAN ESTATES ACQUISITIONS LLC AND SOMERSET DEVELOPMENT LLC
(OWNER)

PROJECT ADDRESS: 2000 CENTER DRIVE

Recommendation: APPROVAL

Roll Call Vote: 10 Ayes, 0 Nays, 1 Absent

PZC MEETING DATE: November 06, 2019

STAFF ASSIGNED: PETER GUGLIOTTA

Approval of a request by Hoffman Estates Acquisitions LLC and Somerset Development LLC (owner) to consider a Site Plan Amendment for the Phase 1 office and retail occupancy of a portion of the existing Bell Works building at 2000 Center Drive.

The following conditions shall apply:

1. Phase 1 occupancy approval is limited to the common areas, offices, and retail space, along with the specific parking and access areas delineated on the petitioner's submittal. Future proposed occupancy of the existing building(s) or new construction shall require formal site plan review and approval.
2. Prior to issuance of an occupancy permit for any of the office space, any property maintenance deficiencies for the areas of the site and parking lots to be used in Phase 1 shall be corrected. Village staff will perform a comprehensive inspection and provide a specific list of items to be addressed.
3. As part of the Phase 1 final occupancy inspection process, Village staff will confirm that all parking spaces are properly striped, lighted, and that a minimum of six (6) code-compliant handicapped parking spaces are signed and marked in the indoor accessible parking lot. Any work necessary to upgrade the parking areas, including striping, pavement work, or lighting, shall be required a building permit.
4. Prior to occupancy, the owner shall obtain approval of a Master Sign Plan which, at a minimum, addresses directional signage throughout the Phase 1 areas of the site.
5. As part of the Building and Fire permit review for the Phase 1 occupancy, the petitioner shall comply with any code-required building upgrades that pertain to the Phase 1 areas.

FINDING

The Petitioner presented the detailed plans for the Phase 1 occupancy of the existing building, which includes 32,000 square feet of office space and 2,000 square feet of retail space, along with the open atrium areas on the main (2nd) floor of the building. Additionally, an indoor parking lot will be used for visitors and ADA spaces on the 1st floor and the front portion of the lower level of the eastern parking deck will be open for employees of Phase 1.

The Petitioner explained each area of the building to be used in Phase 1 along with the building entrances, parking areas, and drive aisles. All other areas of the site will be closed to public access. There are existing directional signs on the site, which will be redone to provide guidance for Phase 1 traffic. The Petitioner is also working on a Master Sign Plan that will address site identification signage, permanent directional signs, marketing signs, etc.

Commissioners asked general questions about scope of the project and the plans that were presented. It was explained that the plans really just show the existing conditions with information added to clarify which areas will be used for Phase 1. The rest of the site and building where future phases will be will be closed off to prevent access initially.

The Commission reviewed access locations for the building and discussed accessibility requirements. It was noted that with future phases there will need to be some upgrades made since the building was originally constructed before modern accessibility requirements were in effect.

Other questions were asked to clarify where construction workers would park and access the building, confirming that the site landscaping would be cleaned up before occupancy, when construction would start, verifying that Phase 1 only contains a small amount of convenience retail, and that there would not necessarily be an association created for the building since it is all under one ownership. It was confirmed that the target for completion of the Phase 1 speculative offices is spring of 2020.

The Commission also requested whether it would be possible for a building tour to be arranged – staff indicated that it would have to comply with the State Open Meetings Act and it would be something that could be possibly arranged toward the spring when Phase 1 would be more complete.

The Commission had no negative concerns and voted unanimously to approve the site plan amendment.

AUDIENCE COMMENTS

None.

PLANNING AND ZONING COMMISSIONERS

Chairperson Eva Combs	Sohita Patel
Vice-Chairman Greg Ring	Tom Burnitz
Minerva Milford	Nancy Trieb
Lenard Henderson	Adam Bauske
Myrene Iozzo	Denise Wilson
Lon Harner	

ROLL CALL VOTE

10 Ayes
0 Nays
1 Absent (Iozzo)

MOTION PASSED

The following attachments are hereby incorporated as part of this Finding of Fact:

- Petitioner's Application, Narrative, and Plans
- Staff Report
- Location Map and Legals



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Peter Gugliotta, Director of Development Services

PG

May 11, 2020

PLANNING AND ZONING COMMISSION MEETINGS

April 15, 2020 Meeting

- o Meeting Cancelled due to COVID-19

May 6, 2020 Meeting (using video and audio remote attendance technology)

- o Resident, 740 Hillcrest Blvd., Variation for a deck addition (continued from April 1) (APPROVED)

Upcoming May 20, 2020 Meeting

- o Meeting Cancelled – No Petitioners

Upcoming June 3, 2020 Meeting

- o No Petitioners Scheduled Yet

CURRENT ACTIVE PROJECT REVIEWS

- SEC Rohrssen Road & Golf Road – Annexation, Zoning, Plat, Site Plan for Hindu Wellness Center & Temple and single family
- Walnut Pond/Airdrie Estates – Individual lot review for new homes on existing platted lots, Subdivision Agreement
- BK Equities/Hoffman Technology Park, North side of Lakewood Blvd. – Concept plan for multi-lot Business Park or possibly a new single-user data center
- Mariano's/Hoffman Village – Site Plan to add new gas station
- 5a7, LLC, IL Rt. 72 near Old Sutton Rd – Water and Sanitary Sewer Crossing of Rt. 72
- WT Engineering, 2601 Pratum – Special Use and Site Plan Amendment for parking lot expansion office/brewery
- Adesa Expansion (Beverly Road & PSP) – site plan, plat, rezoning for parking storage lot expansion
- ComEd, 2480 Pembroke – Site Plan for new small equipment building at existing substation
- Ala Carte Entertainment, 2575 Higgins Road (former Macaroni Grill) – concept plan for new restaurants/gas station
- 75/85 Golf Road – potential site plan for purchase from Village and new development
- Parcels 20/21 Prairie Stone (Higgins/Forbs/Old Sutton) – site plan for possible apartment development

POTENTIAL UPCOMING PROJECTS

- Fountain Crossing Lot 7b, Site Plan for speculative industrial building
- Bell Works – Site Plan and Subdivision to construct new townhomes and apartments
- Bell Works – Site Plan for Phase 2 building re-occupancy
- Vequity, 2 E. Higgins Rd – Site plan for new gas station and convenient store
- WT Properties, 80 W Higgins Rd, former Hoffman Lanes – Site Plan and Subdivision for redevelopment
- BP Gas Station – 2598 W Higgins Rd – Site Plan Amendment for redevelopment
- Quality Inn, 2075 Barrington Rd – Special use for change in ownership and site plan amendment for building addition
- WT Properties, Roselle Road area (east side) storm sewer replacement – Site Plan and Plat
- Moretti's Restaurant Mall, Barrington/Higgins – Master Sign Plan
- Fulcrum Bioenergy, SW corner Higgins/Beverly – Site Plan for new industrial building
- Hoffman Plaza, East Side Roselle Road (outlot 3) – site plan for new outlot building
- Beacon Pointe Phase 2, Beverly/Shoe Factory – discussions on potential development
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes
- Zoning Code Text Amendments – Uses, Accessory Structures, Signs, etc.

GENERAL ACTIVITIES

- The Planning Division processed 1 FOIAs and 2 Zoning Verification Letters in April.
- The Planning Division continues to review development applications and process permits and daily zoning requests to the best of its ability with some timing delays due to the current COVID-19 situation. Developers with active projects are generally continuing to move forward with the hope that normal activity will be able to resume during this current construction season.
- The consultant continues to work on the new Community Development software upgrade. The 5-day on-site training for multiple staff members scheduled for late April was postponed at least 60 days due to COVID-19.
- Village Green Ad Hoc Committee. The anticipated March Committee meeting to review the consultant’s first draft of the plans has been postponed due to COVID-19, but will be held May 13th as a remote meeting.
- Barrington Road & I-90 Area Plan. The multi-day public input charrette event that was scheduled for early April has been postponed indefinitely due to COVID-19.
- The new Planning and Transportation Director, Jennifer Horn, is scheduled to begin work on May 18th. Recruitment for the vacant Development Services Technician Position has been suspended.

Site Plan Review Process	April		2nd Quarter		Year to Date	
Number of administrative site plan cases completed	0	N/A completed administratively	0	N/A completed administratively	0	N/A completed administratively
Number of PZC site plan cases completed	0		0		0	
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	April		2nd Quarter		Year to Date	
Number of cases processed within 105 days	0	N/A completed within 105 days	0	N/A completed within 105 days	0	N/A completed within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts*	April	2nd Quarter	Year to Date	Year Target
Number of staff coordination meetings held	4	4	14	48

Note: Site Plan and other internal meetings are being held remotely using video conferencing software

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- HUD notified the Village that it would receive a special allocation of \$145,053 of CDBG “CV” funding as part of the CARES Act for use in response to the Covid-19 pandemic. The CV allocation will most likely require an amendment to the Village’s current PY2019 Annual Action Plan. CDBG grantees await further guidance from HUD to learn how Covid-response activities will be regulated. Staff has remained in frequent communication with HUD’s Chicago Office.
- Staff hosted virtual meetings with members of the Northwest Suburban CDBG Network to discuss CV funding regulations, potential Covid-response activities, and the impact on the ongoing Consolidated Plan process.
- Planning for the 5-year Consolidated Plan remained underway.
- Participated in virtual meetings with the Cook County Consortium regarding CV funds, the Assessment of Fair Housing (AFH) process, and Consolidated Plans.
- The Village informed HUD that it would exercise the option to utilize two CDBG Covid “Waivers”. The waivers allow flexibilities in the way that the Village may amend its Annual Action Plan for Covid-response, including the use of virtual public meetings, and a 5-day public comment period rather than a 30-day comment period.
- Staff continued to review new AFH documents that have been created by consultant Enterprise Partners. Staff participated in conference calls and emails.
- Submitted semi-annual reports to HUD, including the quarterly Cash On Hand report. This report replaces the previous quarterly financial report and is submitted electronically through HUD’s IDIS portal.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) continued:

- Staff reviewed CDBG specifications included in the Village Street Project bid documents and discussed CDBG regulations with contractors during the Pre-Construction Meeting on April 29. Approximately \$165,000 of CDBG funding will be utilized toward street rehabilitation.

The information below is for the 2019 CDBG Program Year (October 1, 2019 through September 30, 2020):

CDBG Expenditures and Reporting Ratio	April	3rd Quarter*	Year to Date	Current Reporting Ratio
	\$0	\$0	\$192,211.22	1.44
"Current Reporting Ratio" equals ratio of unspent funds to total allocated funds in program year. Permitted to hold up to 1.5 of yearly allocation.				

Housing Program Goals	April	3rd Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	0	0	0	3
Housing & related issues education pieces released	2	2	2	5

*The 3rd quarter of the CDBG Program Year runs from April 1 through June 30.



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

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Bryan Ackerlund, Director of Building & Code Enforcement

BA

May 2020

GENERAL ACTIVITIES / COVID-19 RESPONSE

- On April 9, 2020, David Banaszynski performed a virtual certificate of occupancy inspection through FaceTime.
- On April 16, 2020, David Banaszynski attended his NIU Public Health Advisory Committee meeting.
- On April 24, 2020, David Banaszynski investigated a COVID-19 positive employee at a fast food restaurant.
- David Banaszynski continues his involvement in daily, multi-agency meetings and webinars related to COVID-19. He has also been communicating with local schools, long term care facilities, and grocery stores on best practices and their level of preparedness for any future scenarios.
- Residential Rental License inspections remained suspended through the month of April. In late April staff began developing the framework for the resumption of rental inspections.
- Due to the closure of Village Hall to the public, electronic permit submittals continued to rise. This was a welcomed step in the department's goal of digital permitting, which will be coming later in the year.
- As Governor Pritzker extended the Stay At Home Order, Staff continued to rotate in-office time and working remotely in order to follow social distancing procedures. There has been no reduction in service as a result of staffing changes and the Division continues to monitor permit and inspection activity to plan for an increased staff presence.
- The temporary policies created by Bryan Ackerlund continue to enable the Division to function efficiently by providing clear and concise information to the inspectors and permit applicants while keeping safety a top priority. Work is being monitored and adjustments continue to be made as necessary.
- Department staff has utilized virtual meeting software to communicate with each other as well as host meetings with developers and contractors.
- As time allows, Administrative and Building Inspection staff have been working to close numerous open permits from the prior construction season that never had final inspections called in by the applicants.
- Administrative staff continues purging pre-2013 paper building permit files for minor permits, in accordance with State records retention and disposal requirements. All appropriate permit record information for these files will remain available in electronic form.
- A total of 26 new single family homes are in various stages of construction – home builders continue to work as essential businesses during the Pandemic.

Central Square Community Development Software Conversion (formerly TRAKiT)

- Central Square is continuing their process of data integration utilizing the workbooks created by Village staff. The first round of implementation and training scheduled for the end of April was postponed into July.

Bell Works Construction Update:

- Construction remains active on phase 1 of the project, which includes about 90,000 square feet of two tenant spaces and the main East atrium. Various trades continue to make progress as new spaces are being defined.
- Regular construction status meetings are being held using remote teleconference software with the contractors and staff to monitor progress and address issues that arise in the field.
- Code Enforcement staff, along with Engineering, conducted a thorough property maintenance inspection of the area of the property which will be effected by phase 1 occupancy. A comprehensive report is being finalized to provide the developer.

2020 Code Enforcement Freedom of Information Act Requests Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
49	52	37	45	0	0	0	0	0	0	0	0	183

2020 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
4	13	8	10	0	0	0	0	0	0	0	0	35

2020 Construction Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Structural	76	103	149	125	0	0	0	0	0	0	0	0	453	1313
Electrical	99	107	59	12	0	0	0	0	0	0	0	0	277	543
Plumbing	69	99	33	27	0	0	0	0	0	0	0	0	228	741
Mechanical	48	102	27	6	0	0	0	0	0	0	0	0	183	333
Other	130	184	53	18	0	0	0	0	0	0	0	0	385	663
Fence	12	12	11	8	0	0	0	0	0	0	0	0	43	172
Roof/Siding	163	141	229	197	0	0	0	0	0	0	0	0	730	400
Patio/Driveway	63	44	41	61	0	0	0	0	0	0	0	0	209	841
Deck	6	3	2	4	0	0	0	0	0	0	0	0	15	298
Shed	2	2	8	2	0	0	0	0	0	0	0	0	14	41
Sewer	5	5	7	0	0	0	0	0	0	0	0	0	17	42
2020 Total	673	802	619	450	0	0	0	0	0	0	0	0	2554	
2019 Total	340	285	309	406	447	476	560	656	544	582	438	344		5387

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

RENTAL HOUSING LICENSE AND INSPECTION PROGRAM

- Residential Rental License inspections were suspended March 17th through April 30th.
- There are currently 2,048 rental properties registered. This includes 1,398 single family and townhome units (68%) and 650 condominium units (32%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 26th to all 2,083 rental properties. The deadline to submit payment and update registration information was January 17, 2020.
- As of May 1st, 2,017 properties (98%) have renewed.

2020 Rental Inspections

Inspection	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	161	243	212	19	0	0	0	0	0	0	0	0	635
Reinspections	86	85	71	2	0	0	0	0	0	0	0	0	244
Total	247	328	283	21	0	0	0	0	0	0	0	0	879

*Most new Rental Inspections suspended March 17th through April 30th, however follow-up inspections continue for certain properties with existing violations.

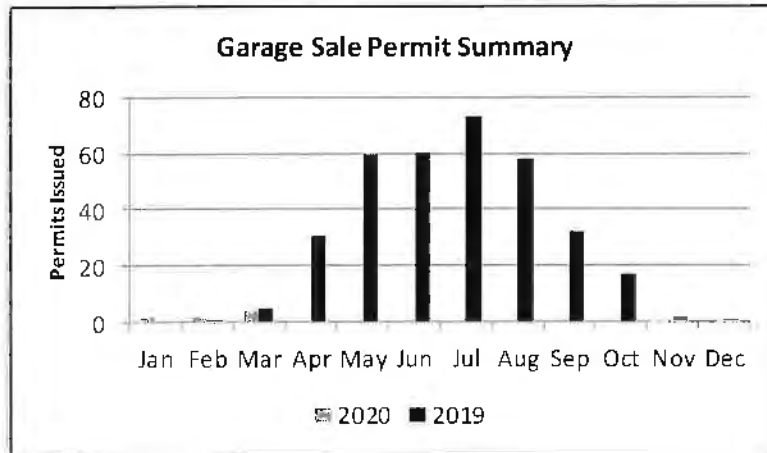
Inspection Services Performance	April**	2 nd Quarter**	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	97%	97%	97%	95% within 24 hr. notice
Percentage of annual rental inspections completed	1%	1%	31%	100% of total*

* Note: The total number of properties registered fluctuates and therefore this percentage does not equal 100% at year-end.

** Note: Rental inspections suspended March 17th through April 30th

Garage Sales

Year	2020	2019
Jan	2	0
Feb	2	1
Mar	4	5
Apr	0	31
May	0	59
Jun	0	60
Jul	0	73
Aug	0	58
Sep	0	32
Oct	0	17
Nov	0	2
Dec	0	1
Total	8	339



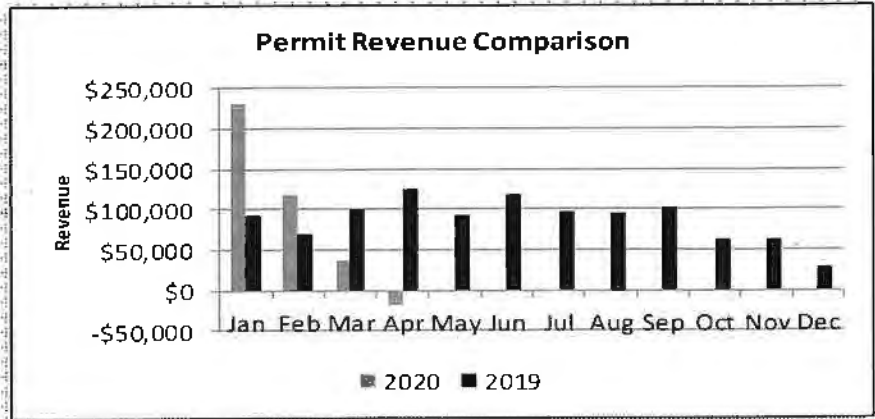
2020 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Building Permits														
Commercial Remodeling	12	7	6	7	0	0	0	0	0	0	0	0	32	85
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	3	0	2	0	0	0	0	0	0	0	0	0	5	13
Driveways	0	0	3	55	0	0	0	0	0	0	0	0	58	297
Electrical	68	94	7	4	0	0	0	0	0	0	0	0	173	227
Fences	6	3	9	17	0	0	0	0	0	0	0	0	35	203
Mechanical	6	12	11	7	0	0	0	0	0	0	0	0	36	257
Miscellaneous Permits	28	18	16	18	0	0	0	0	0	0	0	0	80	458
Multi-Family Remodeling	1	0	0	0	0	0	0	0	0	0	0	0	1	6
New Commercial	0	3	0	0	0	0	0	0	0	0	0	0	3	4
Plumbing	13	13	21	10	0	0	0	0	0	0	0	0	57	220
Pools	0	0	0	1	0	0	0	0	0	0	0	0	1	14
Residential Decks & Patios	1	1	9	21	0	0	0	0	0	0	0	0	32	539
Residential Garages	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Residential Remodeling	8	8	10	4	0	0	0	0	0	0	0	0	30	154
Residential Sheds	0	0	2	5	0	0	0	0	0	0	0	0	7	46
Roofs/Siding	8	7	57	22	0	0	0	0	0	0	0	0	94	472
Signs	7	2	3	3	0	0	0	0	0	0	0	0	15	100
Solar Panel System	7	6	4	6	0	0	0	0	0	0	0	0	23	119
New Single Family Residences	2	0	0	0	0	0	0	0	0	0	0	0	2	61
Fire Permits														
Automatic Fire Alarms	5	3	3	4	0	0	0	0	0	0	0	0	15	51
Fuel Storage Tanks	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Hood & Duct	0	3	0	1	0	0	0	0	0	0	0	0	4	10
Automatic Sprinklers	15	8	7	3	0	0	0	0	0	0	0	0	33	117
Lock Boxes	3	0	1	0	0	0	0	0	0	0	0	0	4	14
Other	0	1	1	1	0	0	0	0	0	0	0	0	3	32
2020 Total	193	190	172	189	0	0	0	0	0	0	0	0	744	
2019 Total	143	108	169	318	312	322	487	470	361	399	248	168		3505

Permit Revenue

Year	2020	2019
Jan	\$231,652	\$93,164
Feb	\$117,478	\$70,614
Mar	\$37,374	\$98,580
Apr	-\$17,604	\$123,746
May	\$0	\$91,454
Jun	\$0	\$116,955
Jul	\$0	\$96,153
Aug	\$0	\$95,839
Sep	\$0	\$101,834
Oct	\$0	\$61,625
Nov	\$0	\$61,622
Dec	\$0	\$28,699
Total	\$368,900	\$1,040,285

2020 Budget: \$1,075,000



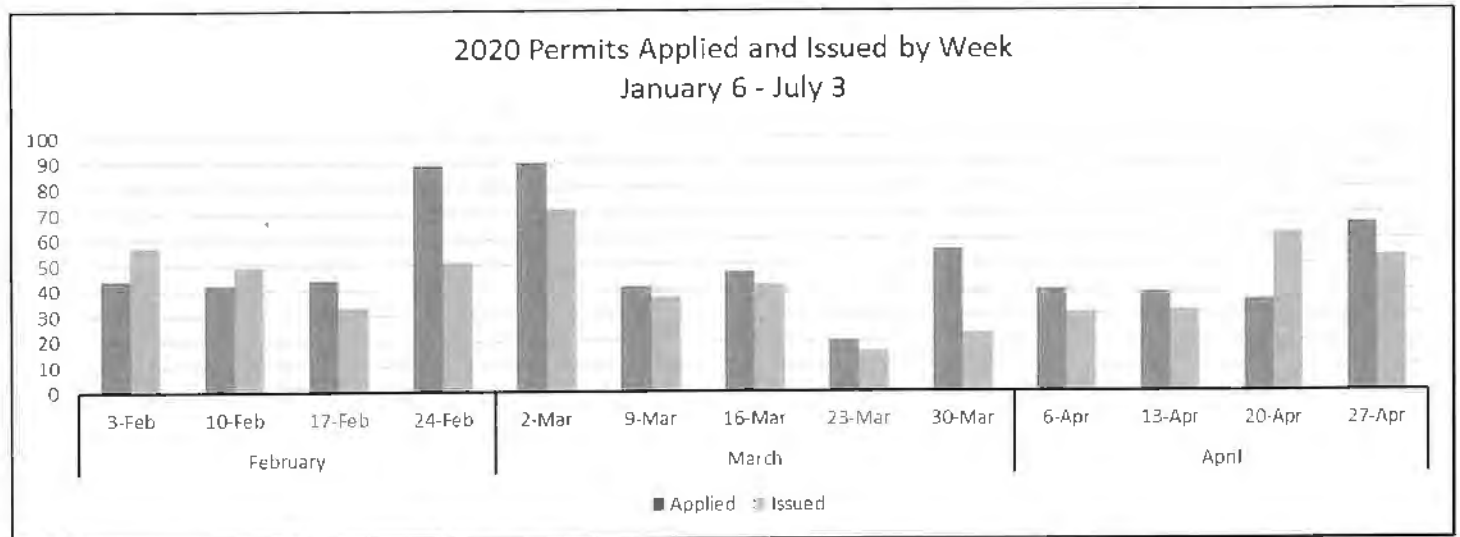
Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.

Note: Negative permit revenue in April was due to an adjustment made to a prior permit payment where the applicant overstated the construction cost.

Permit activity has been monitored closely during the Village Hall Closure (March 19th) and Stay at Home Order.

*April did see an increase in permit submittals and the month closed out with its highest applied number in 8 weeks.

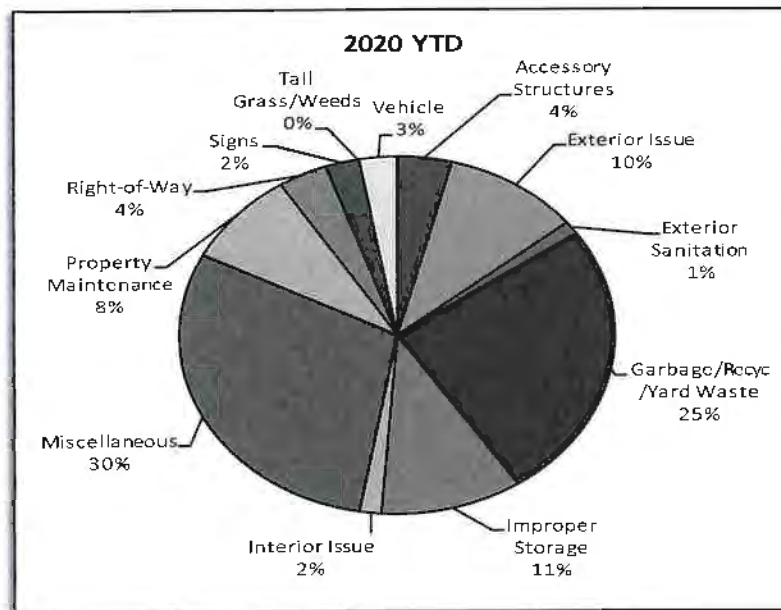
	February				March					April			
Week of:	3-Feb	10-Feb	17-Feb	24-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr
Applied:	44	42	44	89	90	41	47	20	56	40	39	36	66
Issued:	57	49	33	51	72	37	42	16	23	31	32	62	53



Building Permit Processing Performance	April	2nd Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	97%	97%	98%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	98%	98%	98%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	98%	98%	98%	90% within 48 hours

2020 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Accessory Structures	1	3	0	6	0	0	0	0	0	0	0	0	10	52
Exterior Issue	2	0	7	16	0	0	0	0	0	0	0	0	25	24
Exterior Sanitation	1	1	0	1	0	0	0	0	0	0	0	0	3	6
Garbage/Recyc/Yard Waste	5	3	8	46	0	0	0	0	0	0	0	0	62	69
Improper Storage	5	7	10	4	0	0	0	0	0	0	0	0	26	139
Interior Issue	2	1	1	0	0	0	0	0	0	0	0	0	4	17
Miscellaneous	21	27	6	19	0	0	0	0	0	0	0	0	73	221
Property Maintenance	3	10	8	0	0	0	0	0	0	0	0	0	21	181
Right-of-Way	1	0	3	5	0	0	0	0	0	0	0	0	9	75
Signs	1	2	3	0	0	0	0	0	0	0	0	0	6	18
Tall Grass/Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0	434
Vehicle	1	3	2	1	0	0	0	0	0	0	0	0	7	51
2020 Total	43	57	48	98	0	0	0	0	0	0	0	0	246	
2019 Total	34	42	107	112	342	238	92	97	108	48	39	28		1287



2020 Citations Issued

Violation	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	20	27	0	0	0	0	0	0	0	0	0	0	47
Code	32	54	41	0	0	0	0	0	0	0	0	0	127
Rental	89	60	0	0	0	0	0	0	0	0	0	0	149
Total	141	141	41	0	0	0	0	0	0	0	0	0	323

**Issuance of new citations were halted due in part to the suspension of rental inspections and hearing postponement.*

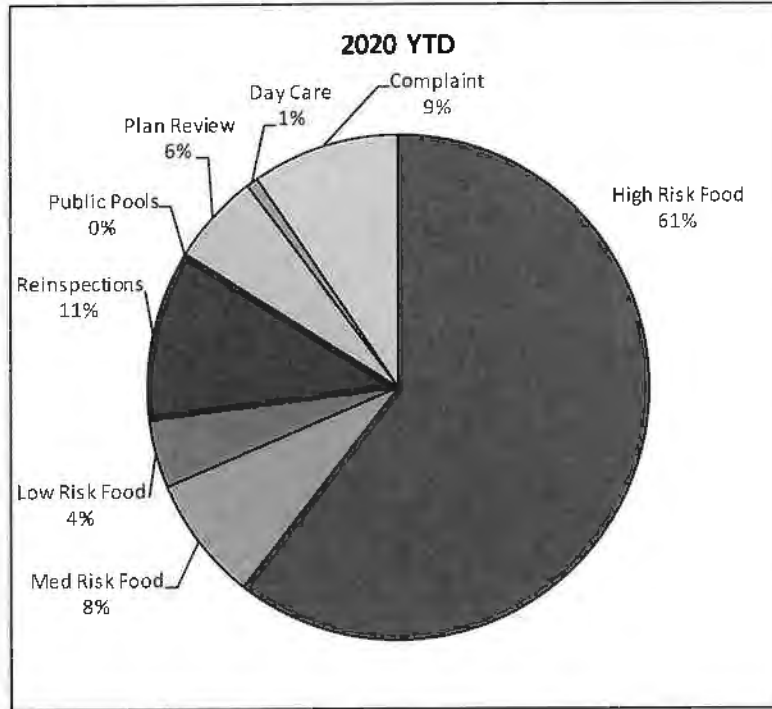
2020 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	84	66	68	0	0	0	0	0	0	0	0	0	218
Rental	29	23	43	0	0	0	0	0	0	0	0	0	95
Total	113	89	111	0	0	0	0	0	0	0	0	0	313

Inspection Services Performance	April	2 nd Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	97%	97%	98%	95% within 24 hr. notice

2020 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	39	33	0	11	0	0	0	0	0	0	0	0	83
Med Risk Food	1	0	9	1	0	0	0	0	0	0	0	0	11
Low Risk Food	2	1	1	2	0	0	0	0	0	0	0	0	6
Reinspections	1	0	0	14	0	0	0	0	0	0	0	0	15
Public Pools	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review	1	1	3	3	0	0	0	0	0	0	0	0	8
Day Care	0	0	1	0	0	0	0	0	0	0	0	0	1
Complaint	5	0	5	3	0	0	0	0	0	0	0	0	13
Total	49	35	19	34	0	0	0	0	0	0	0	0	137



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).

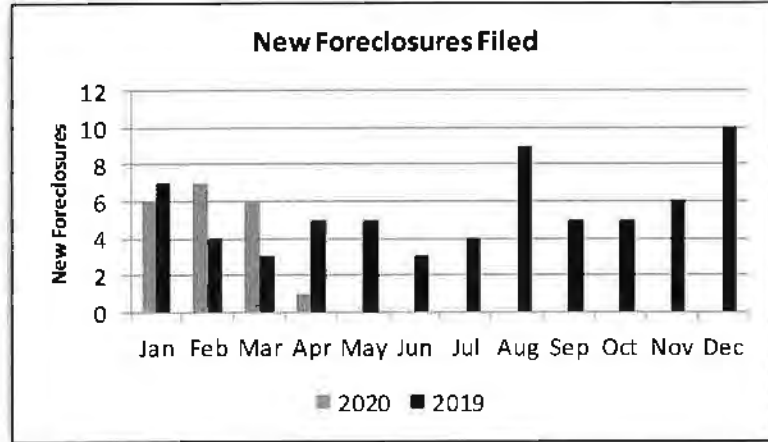
Health Inspections Performance	April**	2 nd Quarter**	Year to Date**	Year Target
Percentage of annual food health inspections completed	6%	6%	26%*	100% of total

*Note: The total number of inspection properties fluctuates and therefore the year to date number may not equal 100%.

****Due to Governor Pritzker’s Stay At Home Order, routine inspections have been rescheduled to allow for sole focus on enforcement of the COVID-19 response.***

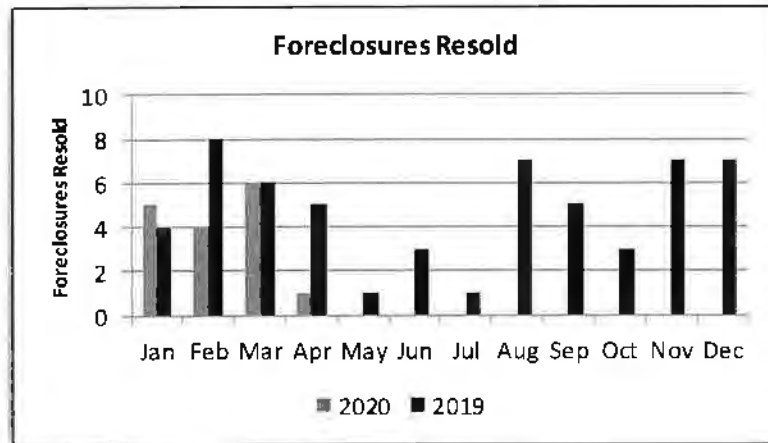
New Foreclosures Filed

Year	2020	2019
Jan	6	7
Feb	7	4
Mar	6	3
Apr	1	5
May	0	5
Jun	0	3
Jul	0	4
Aug	0	9
Sep	0	5
Oct	0	5
Nov	0	6
Dec	0	10
Total	20	66



Foreclosures Resold

Year	2020	2019
Jan	5	4
Feb	4	8
Mar	6	6
Apr	1	5
May	0	1
Jun	0	3
Jul	0	1
Aug	0	7
Sep	0	5
Oct	0	3
Nov	0	7
Dec	0	7
Total	16	57



Historical Foreclosure Information

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Foreclosures Filed	312	620	208	139	81	68	90	79	66

ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

May 2020



Economic Development

Regular Economic Development Duties:

- Continued to update the available properties online database on the Village's website.
- Ongoing calls, emails and meetings with land owners, brokers and property owners about potential development or issues in Hoffman Estates.
- Continued dialogue with three developers regarding the purchase and redevelopment of 75-85 Golf Road.
- The proposed April 1st NLNW pitch night for Apple Villa was cancelled and will be rescheduled when restaurants open and groups can gather again.
- Wrote several articles and created several advertising pieces for periodicals promoting the Village for economic development purposes.
- Worked with members of Development Services and Public Works to hire a new intern who will share time between both departments. Shane Miller, NIU MPA student, began work the first week of April.
- Held a call with the university group who will take ownership of the Rohrman properties. After a broker is selected another call will be held to discuss the marketing plan and desired uses on the sites.
- Completed an initial data set for reviewing the possible creation of an SSA for the reconstruction of the private, Hassell Road extension from Barrington Rd to Greenspoint Parkway. This request was brought to Staff by the majority property owner within the POA of Greenspoint. Should this project progress, Staff will bring more detail to PB&Z.
- Began reviewing a reimbursement submittal for the Higgins-Hassell TIF District related to the Poplar Creek Bowl façade renovations, public infrastructure around the Buona Beef rebuild, and other TIF eligible improvements around the site.

COVID-19 Specific Economic Development Duties & Tasks:

- Created a business resource page on the Economic Development page of the Village website to inform our local businesses of the Federal, State, County and local resources available to them.
- Created an open restaurants page on the Economic Development page of the Village website to inform our residents of restaurants open and available for pick up, delivery or drive-thru. Also created a survey form for restaurants to fill out telling Staff if they are still open and operating.
- Engaged in several webinars to educate Staff on the impacts, resource programs and other tips to best support the business community during this pandemic.

- Researched and set up mobile working capabilities for the department and other departments in the Village related to video conference, conference calling and instant messaging and sharing of files.
- This month's news, article and forecasting from the commercial real estate world focuses on the restaurant industry with a survey of the National Restaurant Association members regarding COVID-19. It's really tough right now for restaurants who drive so much of the US economy.

Tourism

IRCA - Illinois Recreational Cheerleading Association - December 6-8, 2020 - Sears Centre Arena

- We are delighted that all Village hotels are partner hotels for IRCA's STATE 2020. Initially IRCA only asked for two. The event website and registration packet highlights the rates and features from each hotel. Cheer teams have already started booking group room blocks at their desired hotels.

Ken Kraft Midlands Wrestling Tournament - December 28-31, 2020 - Sears Centre Arena

- Northwestern University wrestling department has advised that they are planning to proceed and hold the tournament again in December 2020. We are assisting them in writing compelling text that will ensure that each participating university books their lodging at Hoffman Estates hotels. Village hotels have collaborated with the event by agreeing to provide a \$99 room rate, pay a 12% rebate, and provide five complimentary rooms to house event staff and officials. Partner hotels are provided the email database and mailing list used to invite over 100 universities so they can reach out to schools directly. Typically, we see 600-800 room nights from this event.

COVID-19 - Hotels Response and Collaborations

- Information and vendor contacts were provided to each hotel to encourage them to install front desk shields as they remain open. Several hotels report AMITA health care workers are staying with them for extended periods during the crisis after Mayor McLeod met with AMITA St. Alexius and encouraged them to utilize the hotels rather than house staff in make shift quarters on-site at the hospital. Village hotels have provided drastically reduced rates for all first responders, health care workers, and residents needing housing separate from their family homes to limit exposure. Tourism Office provided a current hotel listing to our local Salvation Army contacts to be sure they knew all Village hotels remain open and anxious to be of service.

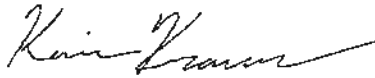
Tourism Office sends daily reports and informational updates to our hotels. We share best practices, how hotels are handling staffing, food services, sales efforts, information on restaurants in the area and lists of commercial cleaning companies can they work with. We provide links to informational webinars and information updates on occupancy opportunities. Whether passing along the inspirational and helpful email information from the Health and Human Services Department or an update on restriction revisions, we stay in daily contact to provide assistance and offer them our support.

Meetings/Activities

- Weekly updates circulated to Village hotels with listings of area restaurants.
- Contacted area senior centers to offer to assist them in creating "virtual outings" by creating themed nights, providing carryout meals from area restaurants, or entertainment their residents can enjoy through closed circuit TV access.
- Suggested the restaurant guide that we feature on the Tourism website be printed in the Citizen to provide each household with a printed recap of all restaurants in the Village and include disclaimers to ask residents to call to place

an order as the listing is current as of April, but can change daily. Restaurant Guide is color coded to highlight locations, segmented by food type, and provides phone and websites, making it a handy reference piece to encourage residents to support our restaurants.

- Webinar - Crisis Marketing Workshop (Daily Herald sponsored).
- Webinar - Business Travel Network (BTN) "What just happened?" - COVID 19 - Hospitality Industry Leaders.
- Connected Village hotels to AMITA Healthcare contacts for healthcare workers lodging.
- Surveyed hotels to determine average number of guests at each hotel (under 20 occupied rooms at each).
- Holiday Inn Express - inquiry regarding Police patrol schedules in their construction area and connected them to Chief Bos.
- Provided listing of nonprofit organizations to Hyatt Place for their outreach.
- Researching area boxing clubs to gauge interest in forming a local organizing committee (LOC) to bring Golden Gloves event in 2023.
- Conference call with MEET Chicago NW regarding hotel closures from their market and throughout Chicagoland.
- Conference call with Elgin/Fox Valley CVB regarding hotel closures in their market (all are open).
- Monthly conference call with new off-site sales manager for Red Roof Inn Plus.
- Monthly conference call with off-site sales Manager for Quality Inn.
- Monthly conference call with off-site sales manager for Hampton Inn and Suites.



Kevin Kramer, Director of Economic
Development



Linda Scheck, Director of Tourism & Business
Retention



COVID-19 UPDATE
The Restaurant Industry IMPACT SURVEY
Published April 20, 2020

To assess the economic impact of the coronavirus to date, the National Restaurant Association conducted a survey of more than 6,500 restaurant operators nationwide, April 10-16.

The restaurant industry, **MORE THAN ANY OTHER INDUSTRY** in the nation, has suffered the **MOST SIGNIFICANT SALES & JOB LOSSES** since the COVID-19 outbreak began.

8+ MILLION RESTAURANT EMPLOYEES have already been **LAI D OFF OR FURLOUGHED** since the beginning of the coronavirus outbreak



2 OUT OF 3 restaurant employees have **LOST THEIR JOBS**

This survey measured only the impact to restaurants and their employees. The data does not include other foodservice outlets such as hotels, ballparks, and other venues.



The industry will sustain **\$240 BILLION IN LOSSES BY THE END OF 2020**

The restaurant & foodservice industry will **LOSE \$80+ BILLION IN SALES** by the end of April

This includes **\$30+ BILLION** lost in March and **\$50+ BILLION** in April



61% of operators say **Existing Federal Relief WON'T PREVENT MORE RESTAURANT LAYOFFS**



4 IN 10 restaurants are **CLOSED**

For more information & resources, visit restaurant.org/covid19