



# Village of Hanover Park Administration

Municipal Building  
2121 Lake Street  
Hanover Park, IL 60133-4398

630-823-5600  
FAX 630-823-5786  
www.hpil.org

**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL

**TRUSTEES**  
WILLIAM CANNON  
JAMES KEMPER  
JENNI KONSTANZER  
JON KUNKEL  
RICK ROBERTS  
EDWARD J. ZIMEL, JR.

**VILLAGE MANAGER**  
JULIANA A. MALLER

## VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION REGULAR MEETING

**Municipal Building, Room 214  
Hanover Park, IL**

**Thursday, April 10, 2014**

**7:00 p.m.**

### **AGENDA**

1. **CALL TO ORDER: ROLL CALL**
2. **PLEDGE OF ALLEGIANCE:**
3. **ACCEPTANCE OF AGENDA:**
4. **PRESENTATIONS/REPORTS:**
5. **APPROVAL OF MINUTES:**
  - 5-a. Regular meeting Minutes of December 12, 2013.
  - 5-b. Regular meeting Minutes of February 13, 2014.
  - 5-c. Workshop Minutes of March 27, 2014.
6. **ACTION ITEMS:**
  - 6-a. **Public Hearing:** to consider a request by Elgin Community College (applicant) on behalf of the Village of Hanover Park (property owner) for a Special Use from the Village of Hanover Park Zoning Ordinance to allow a college use in the B-2 Local Business District within a portion of the Hanover Square Shopping Center, at 6704 Barrington Road, Hanover Park, Illinois.
7. **TOWNHALL SESSION:**

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes per speaker.
8. **OLD BUSINESS (NON-ACTION ITEMS):** None.
9. **NEW BUSINESS (NON-ACTION ITEMS):**
  - 9-a. Community Development Update.
10. **ADJOURNMENT:**



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**VILLAGE MANAGER**  
JULIANA A. MALLER

Agenda Item 5a

## VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION MEETING

Municipal Building, Village Board Room 214  
2121 W. Lake Street  
Hanover Park, IL 60133

Thursday, December 12, 2013  
7:00 p.m.

### MINUTES

#### 1. CALL TO ORDER: ROLL CALL

Chairperson Wachsmuth called the meeting to order at 7:02 p.m.

**PRESENT:** Commissioners: Arthur Berthelot, Mark Mercier, Scot Neil,  
Chairperson Virginia Wachsmuth.

**ABSENT:** Commissioners: James Aird, Scot Neil, Gary Rasmussen,  
Patrick Watkins

**ALSO PRESENT:** Director Shubhra Govind, Inspectional Services  
Chief Anne Marie Hess, Village Planner  
Katie Bowman, Secretary Regina Mullen

#### 2. PLEDGE OF ALLEGIANCE:

#### 3. ACCEPTANCE OF AGENDA:

Motion by Commissioner Berthelot to accept the Agenda, seconded by Commissioner Mercier.

Voice Vote:

All AYES.

**Motion Carried:** Agenda Accepted.

#### 4. PRESENTATIONS/REPORTS: None.

**5. APPROVAL OF MINUTES:**

- 5-a.** Request to approve the Minutes of November 14, 2013.

Motion by Commissioner Berthelot to approve the Minutes, seconded by Commissioner Mercier.

Voice Vote:

All AYES.

**Motion Carried:** Approved Minutes of November 14, 2013.

**6. ACTION ITEMS:**

- 6-a.** **Continue the Public Hearing** to consider a text amendment pursuant to the Public Act 098-0122 cited as the Compassionate Use of Medical Cannabis Pilot Program Act, on the question of whether the Zoning Ordinance should be amended to include Distribution Facilities as a Special Use or whether the Zoning or District should be changed. (*Continued from November 14, 2013 meeting Agenda Item 6c.*)

**Chairperson Wachsmuth** entertained a Motion to open the continued Public Hearing.

Motion by Commissioner Berthelot to open the Public Hearing, seconded by Commissioner Neil.

Voice Votes:

All AYES.

**Motion Carried:** Continued Public Hearing opened.

**Director Govind** referred to a draft report presented to the DuPage Mayors and Managers Conference by a working group of which staff participated. The final report will be shared with this Commission when it becomes available.

At the Village Board Workshop meeting of December 19, 2013, the Board will consider extending Resolution R-13-04, imposing a moratorium upon the location of a Distribution Center within the Village for a period of 180 days after the proposed law or similar law becomes a Public Act. If approved by the Board, staff will prepare an Agenda Item for consideration and approval at the Village Board meeting of January 9, 2014.

A copy of the Village Board Agenda Item, along with the Final DuPage Mayors and Manager Conference report, will be forwarded to this Commission.

The Commission requested holding a Workshop to further discuss this topic.

**Director Govind** will consult with Village Counsel to determine if a Workshop can be held on a continued Public Hearing topic.

**Chairperson Wachsmuth** entertained a motion to continue the Public Hearing to their meeting of February 13, 2014 and hold a Workshop discussion at a January 16, 2014 meeting, pending Village Counsel direction.

Motion by Commissioner Berthelot to continue the Public Hearing and hold a Workshop, pending Village Counsel direction, seconded by Commissioner Mercier.

**Roll Call Vote:**

AYES:	Commissioners:	Berthelot, Mercier, Neil, Chairperson Wachsmuth.
NAYS:	Commissioner:	None.
ABSENT:	Commissioners:	Aird, Rasmussen, Watkins.

**Motion Carried:** Continue the Public Hearing to February 13, 2014 and hold a Workshop on January 16, 2014, pending Village Counsel direction.

6-b. **2014 Development Commission Schedule.**

Chairperson Wachsmuth entertained a motion to approve the 2014 Development Commission meeting Schedule.

Motion by Commissioner Berthelot to approve the 2014 Meeting Schedule, seconded by Commissioner Neil.

Motion: 2014 Meeting Schedule approved.

**7. TOWNHALL SESSION: None.**

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes per speaker.

**8. OLD BUSINESS (NON-ACTION ITEMS): None.**

**9. NEW BUSINESS (NON-ACTION ITEMS):**

9-a. Unified Development Ordinance Update – Development Standards of General Applicability.

Village Planner Bowman presented an introduction of the topics for discussion and noted all suggested updates to the Zoning Code as it relates to Accessory Uses and structures, Driveways, Fences and Natural Screening, and Lighting.

Commissioners held a discussion with minor recommendations to staff.

9-b. Development Update:

Village Planner Bowman updated the Commission on the following projects:

1. Introduced Commission to Katie Ruder who was present at the meeting to observe the Commission. Ms. Ruder is a new resident to Hanover Park and is interested in becoming a Member of this Commission.
2. 900 Irving Park Road – Staff continues to work with the owner of this property regarding its appearance.
3. Harbor Freight Tools – Interior and exterior remodeling of the building is in progress as they prepare for the opening of their business.
4. Discount Tire – The Village issued a Certificate of Occupancy and this business opened the week of November 25<sup>th</sup>.
5. Sandpiper Court – This shopping center located at the northwest corner of Army Trail and County Farm Roads is completing façade and landscaping renovations to improve the aesthetics and attract new businesses interested in leasing available space.
6. Balcony Ordinance – On October 24<sup>th</sup> the Village Board approved an ordinance prohibiting certain personal property located on balconies.
7. Hanover Square – The Village Board has directed staff to continue working toward façade improvements and to prepare an RFP for the sale of this property.
8. DuPage Corridor Study – At the Commission’s next meeting, staff will review the DuPage County’s Lake Street Corridor Study.
9. Irving Park Road Corridor Study – As new businesses are established we work on ensuring improvements are made to those properties.
10. Economic Development – Staff is working on redevelopment, recruitment and retention. The Village will begin marketing a “Shop Local” initiative among our small business owners.
11. Strategic Plan – The Village is updating their Strategic Plan.

**10. ADJOURNMENT:**

Motion by Commissioner Berthelot to adjourn, seconded by Commissioner Mercier.

Voice Vote:

All AYES.

**Motion Carried.** Meeting adjourned at 9:40 p.m.

**Recorded and Transcribed by:**

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**Regina Mullen, Secretary**  
**this 12<sup>th</sup> day of December 2013**

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**Virginia Wachsmuth, Chairperson**



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**VILLAGE MANAGER**  
JULIANA A. MALLER

## Agenda Item 5b

### VILLAGE OF HANOVER PARK

### DEVELOPMENT COMMISSION Regular Meeting

Municipal Building, Village Board Room 214  
2121 W. Lake Street  
Hanover Park, IL 60133

Thursday, February 13, 2014  
7:00 p.m.

### MINUTES

#### 1. CALL TO ORDER: ROLL CALL

Chairperson Wachsmuth called the meeting to order at 7:00 p.m.

**PRESENT:** Commissioners: James Aird, Mark Mercier, Gary Rasmussen,  
Patrick Watkins, Chairperson Virginia  
Wachsmuth

**ABSENT:** Commissioners: Arthur Berthelot, Scot Neil  
**ALSO PRESENT:** Director Shubhra Govind, Secretary Regina  
Mullen

#### 2. PLEDGE OF ALLIEGENCE:

#### 3. ACCEPTANCE OF AGENDA:

Motion by Commissioner Mercier to accept the Agenda, seconded by Commissioner Rasmussen.

Voice Vote:

All AYES.

**Motion Carried:** Agenda Accepted.

#### 4. PRESENTATIONS/REPORTS: None.

**5. APPROVAL OF MINUTES:**

**5-a.** Workshop minutes of January 16, 2014.

Motion by Commissioner Mercier to approve the Workshop minutes, seconded by Commissioner Rasmussen.

Voice Vote:

All AYES.

**Motion Carried:** Approved Workshop Minutes of January 16, 2014.

**6. ACTION ITEMS:**

**6-a. Public Hearing:** Continued from meeting of December 12, 2013.

Consideration of a text amendment pursuant to the Public Act 098-0122 cited as the Compassionate Use of Medical Cannabis Pilot Program Act, on the question of whether the Zoning Ordinance should be amended to include Distribution Facilities as a Special Use or whether the Zoning or District Map should be changed.

Motion by Commissioner Mercier to continue Public Hearing, second by Commissioner Aird.

Voice Vote:

All AYES.

**Motion Carried.** Public Hearing continued.

**Director Govind:** Noted an email received from CONECT Committee member Phil McBride on February 13, 2014. A hard copy was placed on the dais for all Commissioners to consider. This email will be considered part of public testimony.

Following Commission review of staff recommendations at their Regular meetings of November 14 and December 12, 2013, and their workshop of January 16, 2014, staff has prepared a summary of Commission recommendations.

**Issue: What zoning districts should these uses be allowed in?**

**Staff recommendation:** Dispensing facilities be permissible in certain industrial districts. Additionally, these facilities be located at least 1000-ft from a residential use or any area zoned for residential use. Staff also recommended that a Dispensing Facility be located at least 1,000 feet from another dispensing facility, to discourage concentration in any geographical area.

**Development Commission:** Majority of the Commission members felt the use should be allowed in business and/or industrial districts, and Dispensing Facilities should be located at

least 1,000 ft. from another dispensing facility to discourage concentration in any geographical area.

**Chairperson Wachsmuth** agreed with staff recommendation, allowing such use in industrial districts.

**Director Govind** noted a discussion with the CONECT Committee (Committee on Networking, Education and Community Teamwork). Committee members agreed, as business owners, they would not want this type of business located next to their business. From an economic development business perspective, there is the possibility that a business may choose not to locate next door to one of these facilities. It is going to impact business recruitment.

**Chairperson Wachsmuth** asked if any of the CONECT members own a business in the industrial district.

**Director Govind:** None of the CONECT members own businesses in the Industrial District.

**Issue:** **Should they be allowed as permitted, special or conditional uses?**

**Staff recommendation:** Cultivation Centers and Dispensing Facilities be Special Uses in Industrial Districts.

**Development Commission:** Commissioners agreed with staff, as it should be a Special Use.

**Issue:** **Should specific criteria be developed to evaluate potential locations?**

**Staff recommendation:** Please see below a list of recommended criteria for the above mentioned issues.

**Development Commission:** The Commission did not see a need for specific criteria.

**Director Govind:** Noted the state, in their rules and regulations, may have their own criteria including: requirements for security cameras viewable at all times, inventory control, etc.

**Issue:** **Should these be stand-alone buildings or is it acceptable for these uses to be located in a multi-tenant building?**

**Staff recommendation:** That the use be located in stand-alone buildings, instead of a multi-tenant building, and that no drive-through be allowed.

**Development Commission:** The Commission unanimously stated either stand-alone or multi-tenant building will be acceptable. A majority of the Commission also stated that drive-through was acceptable.

**Director Govind** noted that the state has certain requirements for caregivers, such as a Caregiver ID card.

**Issue:** **Should retail of paraphernalia (to enable patients to ingest the medication) be permitted within the dispensaries?**

**Staff recommendation:** Per the Police Department's recommendation, no drug paraphernalia be allowed to be sold at the Dispensing Facilities.

Majority of Commissioners recommended allowing the retail sale of drug paraphernalia to enable patients to ingest the medication.

**Director Govind** enquired of the Commission if the sale of drug paraphernalia should be limited by square footage. For instance, Naperville has limited the square footage of the retail sale of drug paraphernalia to be 10% of the total.

**Development Commission:** Majority of Commissioners recommended 10% of square footage in floor space for the sale of drug paraphernalia, with Commissioners Mercier and Aird recommending no limitation.

**Issue:** **Should there be any specific restrictions/requirements related to signage for the dispensaries?**

**Staff recommendation:** Signs shall not include any realistic or stylized graphical representation of the cannabis plant or its parts or any realistic or stylized graphical representation of drug paraphernalia. Signs shall not include any wording that would identify the property as a medical marijuana dispensary or use clinical, botanical or slang terms for cannabis, cannabis consumption, cannabis intoxication or drug paraphernalia including but not limited to “cannabis”, “marijuana”, “weed”, “pot”, “420”, “joint”, “Mary Jane”, “ganja”, “hash”, “herb”, “bong”, etc.

**Development Commission:** Agreed with staff recommendation. Noting that signage is to be primarily for identification purposes.

**Director Govind** stated staff is working with the Village attorney to determine whether to dedicate a separate Chapter in our Zoning Code on Medical Cannabis Cultivation Centers and Dispensaries, as some municipalities have done, or should these be dispersed throughout the Zoning Code in terms of definitions, location requirement, Zoning Districts, etc.

**Chairperson Wachsmuth** read, for the record under public comment, an email received by Director Govind and Planner Bowman on February 13, 2014 from resident, business owner and CONECT Committee member Phil McBride in terms of keeping the use of Medical Cannabis away from our main, most highly visible, commercial areas, restricting them to industrial areas with a distance requirement from residential.

**Director Govind** stated Mr. McBride’s comments are a reflection of the feedback received from the CONECT meeting members at their regular meeting of February 11, 2014.

**Director Govind** reviewed this Commission’s recommendations relating to the issues discussed at this meeting, and advised the Commission that all recommendations by staff and this Commission will be forwarded to the Village Board at an upcoming Board meeting for their consideration.

**Commission Mercier** questioned whether it is typical to send staff recommendations to the Village Board along with Commission recommendations.

**Director Govind** stated, usually staff recommendations and the Commission’s recommendations are closely aligned and it has not been necessary to provide both

recommendations. In this case, we want to provide the Village Board with all recommendations for their consideration at an upcoming Board meeting.

**Director Govind** stated she would send her report to the Development Commission prior to sending it to the Village Board.

**Chairperson Wachsmuth** entertained a Motion:

Motion by Commissioner Mercier to close the taking of public testimony and close the public hearing, seconded by Commissioner Aird.

**Roll Call Vote:**

AYES:	Commissioners:	Aird, Mercier, Rasmussen, Watkins, Chairperson Wachsmuth.
NAYS:	Commissioner:	None.
ABSENT:	Commissioners:	Bethelot, Neil.

**Motion Carried.** Closed the Public Hearing and taking of public testimony.

**Chairperson Wachsmuth**, for the record, noted her recommendation to limit this type of use to the Industrial District.

**Chairperson Wachsmuth** entertained a Motion.

Motion by Commissioner Mercier to forward recommendations to the Village Board for their consideration, seconded by Commissioner Rasmussen.

**Roll Call Vote:**

AYES:	Commissioners:	Aird, Mercier, Rasmussen, Watkins, Chairperson Wachsmuth.
NAYS:	Commissioner:	None.
ABSENT:	Commissioners:	Bethelot, Neil.

**Motion Carried.** Present Commission recommendations to the Village Board for their consideration.

**7. TOWNHALL SESSION:** No one present.

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes per speaker.

**8. OLD BUSINESS (NON-ACTION) ITEMS:** None.

**9. NEW BUSINESS (NON-ACTION) ITEMS:**

9-a. Community Development Update – Director Govind

i. **Signage** – At our next meeting we will discuss updates to our signage codes.

- ii. **RTA/ULI** – The Village was awarded a no-cost grant consisting of a panel of development experts from RTA (Regional Transportation Authority) and ULI (Urban Land Institute), to discuss our TOD (Transportation Oriented Development) area. A half-day session was held with the panel to focus on the north side of Lake Street and future developments. Upon receipt of a report from the RTA/ULI it will be forwarded to this Commission and presented to the Village Board.

**Chairperson Wachsmuth** suggested staff share this report with the property owners in this area.

- iii. **Shop Local** – Staff is initiating a Shop Local program offering businesses the opportunity to offer a coupon (dollar savings) to residents through our Village May/June 2014 *HiLighter* newsletter.
- iv. **Harbor Freight** – Received their IDOT permit but are waiting for their MWRD permit.
- v. **Discount Tire** – Will hold a ribbon cutting in the spring.
- vi. **Sandpiper Court** – Façade is nearing completion. (NW corner of Army Trail and County Farm Roads)
- vii. **Wendy’s and Spring Garden restaurants** – Currently up for sale.
- viii. **Ace Hardware in Carol Stream** – Village is working on recruitment.

**Commissioner Mercier** noted his appreciation to our Public Works Department for their efforts in keeping the streets clear of snow.

**10. ADJOURNMENT:**

Motion by Commissioner Mercier to adjourn, seconded by Commissioner Aird.

Voice Vote:

All AYES.

Motion Carried: Meeting adjourned at 8:17 p.m.

**Recorded and Transcribed by:**

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**Regina Mullen, Secretary**  
**this 13<sup>th</sup> day of February 2014**

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**Virginia Wachsmuth, Chairperson**



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**VILLAGE MANAGER**  
JULIANA A. MALLER

Agenda Item 5c

## VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION WORKSHOP

Municipal Building, Village Board Room 214  
2121 W. Lake Street  
Hanover Park, IL 60133

Wednesday, March 27, 2014  
6:30 p.m.

### MINUTES

#### 1. CALL TO ORDER: ROLL CALL

Chairperson Wachsmuth called the Workshop to order at 6:33 p.m.

**PRESENT:** Commissioners: Jim Aird, Arthur Berthelot, Mark Mercier,  
Gary Rasmussen, Katie Ruder, Chairperson  
Virginia Wachsmuth

**ABSENT:** Commissioners: Scot Neil, Patrick Watkins  
**ALSO PRESENT:** Director Shubhra Govind, Planner Katie  
Bowman, Inspectional Services Chief Ann  
Marie Hess, Recording Secretary Regina  
Mullen

#### 2. PLEDGE OF ALLIEGENCE:

#### 3. ACCEPTANCE OF AGENDA:

Motion by Commissioner Berthelot, seconded by Commissioner Mercier.

Voice Vote:

All AYES.

**Motion Carried:** Agenda Accepted.

#### 4. DISCUSSION TOPICS:

- a. Unified Development Ordinance Update Review:
  - Sign Regulations

**Village Planner Bowman** As a follow up to this Commission's feedback from their August 8, 2013 Workshop, staff has incorporated these recommendations and updates to the Sign Regulations, along with improving the organization to reflect an improved staff/business friendly process.

Staff notes that at their meeting of August 20, 2013, the CONECT Business Committee reviewed the Commission's recommended changes to the Sign Regulations and found the regulations to be good, requesting that expanded temporary sign regulations for business promotion be considered. Staff also received feedback from surrounding municipalities and Director Govind.

Some of the bigger changes to the regulations were consolidation of sections and rearranging the order of Sections from general to more specific regulations. A new Section has been added called Classifications of Signs consisting of sign definitions.

Commissioners reviewed the updates and made additional comments to the draft to clarify, refine and maintain a comprehensive Sign Regulation.

Staff also provided general updates and noted that as Sections are finalized, we would begin the process of presenting them to the Commission for Public Hearing and for Village Board consideration. We will bring a few Sections at a time, rather than waiting for the entire Code to be finished. This also helps enforcing rules soon, as applications are received.

Also, at this Commission's meeting of April 10, 2014, a Public Hearing will be held for a Special Use for the Education and Workforce Center at the Hanover Square Shopping Center.

**5. ADJOURNMENT:**

Motion by Commissioner Berthelot, seconded by Commissioner Mercier.

Voice Vote:

All AYES.

**Motion Carried.** Meeting adjourned at 8:18 p.m.

**Recorded and Transcribed by:**

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**Regina Mullen, Secretary**  
**this 27<sup>th</sup> day of March, 2014**

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**Virginia Wachsmuth, Chairperson**



**Village of Hanover Park  
Community & Economic Development Department**

**INTEROFFICE MEMORANDUM**

**TO:** Chairman Wachsmuth and members of the Development Commission

**FROM:** Katie Bowman, Village Planner

**SUBJECT:** **Public Hearing for a Special Use for a College Use in the B-2 Local Commercial District at 6704 Barrington Road**

**ACTION REQUESTED:**     Approval     Disapproval     Information

**MEETING DATE:** **April 10, 2014**

**REQUEST SUMMARY**

The following is scheduled for Development Commission review at 7:00 p.m. on April 10, 2014 in Room 214 of the Municipal Building, 2121 Lake Street:

Request by Elgin Community College (applicant) on behalf of the Village of Hanover Park (property owner) for an Education and Work Center in the Hanover Square Shopping Center at 6704 Barrington Road, to include the following approval:

- Special Use from Section 110-5.9.3.h to allow a College use in the B-2 District

**BACKGROUND**

For the past several years, Village leadership and staff have been working collaboratively with representatives of Elgin Community College, Harper College, and the Chicago Cook Workforce Partnership (workNet) to develop a consolidated community college and employment services extension site in the Hanover Square Shopping Center. The site will be called the Education and Work Center and will offer adult basic and secondary education, English as a Second Language instruction, unemployment services, and educational planning assistance to residents in the area.

Following several discussions, on March 20, 2014, the Village Board approved the following:

- Execution of a lease with Elgin Community College for an Education and Work Center in the Hanover Square Shopping Center
- Authorization of an Intergovernmental Agreement between Community College District 509 (Elgin Community College), Community College District 512 (William Raney Harper College), the Chicago Cook Workforce Partnership (workNet), and the Village of Hanover Park
- Direction for Staff to initiate the special use process for a college use

The Education and Work Center will begin as a pilot program, with an initial three year lease and opportunity to continue beyond that time. As the owner of the Hanover Square Shopping Center, the Village of Hanover Park will perform construction work to prepare space for the center.

Such work will be performed over the summer of 2014 in anticipation of classes starting in fall of 2014. See Exhibit 3 for more information on the Lease and Intergovernmental Agreement as presented to the Village Board.

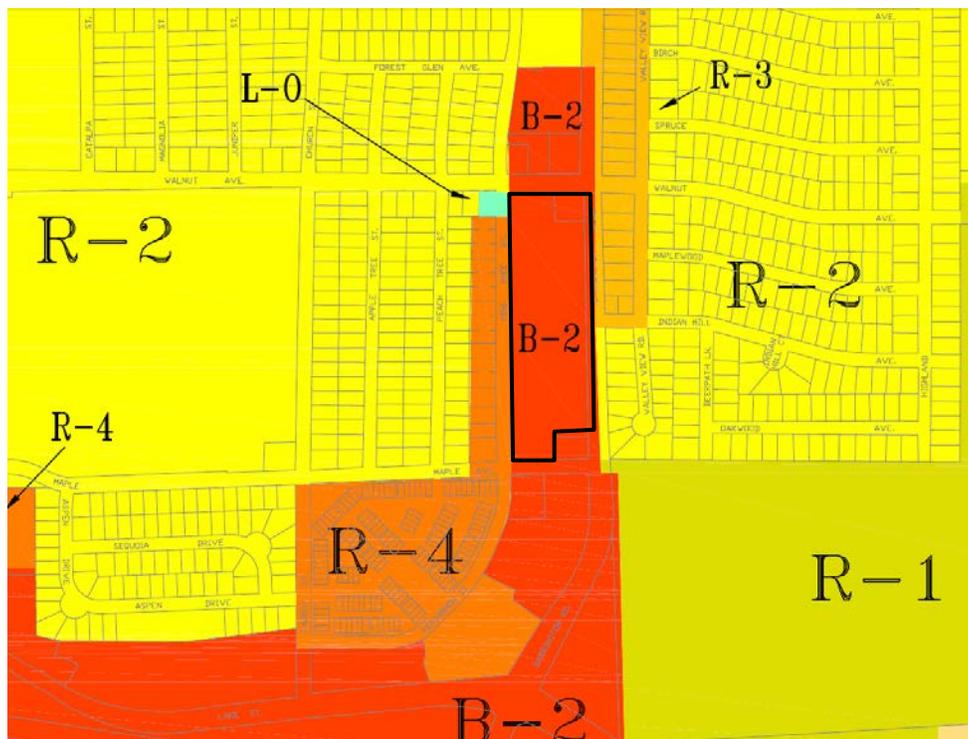
## DISCUSSION

The subject property is located along Barrington Road, between Maple and Walnut Avenues, northwest of the intersection of Lake Street and Barrington Road. The Hanover Square Shopping Center is an approximately 113,000 square foot neighborhood retail center located on three lots that total approximately 9.8 acres in area. The site is zoned B-2 Local Business District. Surrounding property zoning includes: B-2 Local Business District to the north and south, R-3 Two-Family Detached Residence District and R-2 Single Family Detached Residence District to the east, and R-4 Multifamily Residence District to the west.

Aerial photo of subject property with boundary outlined



Zoning map with subject property outlined



## ***Special Use Request***

The planned Education and Work Center is classified in the Zoning Code as a college use, which is permitted in the B-2 Local Business District with special use approval.

The center will be approximately 10,900 square feet in a ‘T-shaped’ area and include 5 classrooms, 1 workNet room, administrative area including 3 offices, restrooms, a large common area, and associated storage and equipment areas. The center will be located in space 6704 (former Acapulco Banquets) directly to the south (left) of the existing Barber and State Farm tenants. Two additional tenant spaces, approximately 1,500 and 1,800 square feet in size, are to be constructed to the south of the center as well. See Exhibit 2 for a site and floor plans.

The Education and Work Center will operate from 8:00 a.m. to 9:30 p.m. on Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday. Weekend classes are not planned at this time. Classes will be scheduled and offered by the colleges on an as-needed basis. The number of students or clients accessing the space during a day will depend upon the number of classes. When all classrooms and the workNet center are in use, approximately 150 people may be utilizing the space at a time. This level of activity is not anticipated during the initial year.

Parking for the center is available in the main Hanover Square parking lot, with parking available throughout the parking lot for all tenants on a first come first serve basis. The Zoning Code requires a total of 1 parking space per 2 employees and 1 parking space per 4 students. With a maximum of 11 employees at a time and up to 140 students in classrooms and throughout the center, a total of 41 parking spaces are required for the use. Approximately 56 parking spaces are available in two unused parking rows and one rear row along Barrington in the area directly adjacent to the use, additional parking is generally available throughout the parking lot.

## **CONSISTENCY WITH ADOPTED PLANS**

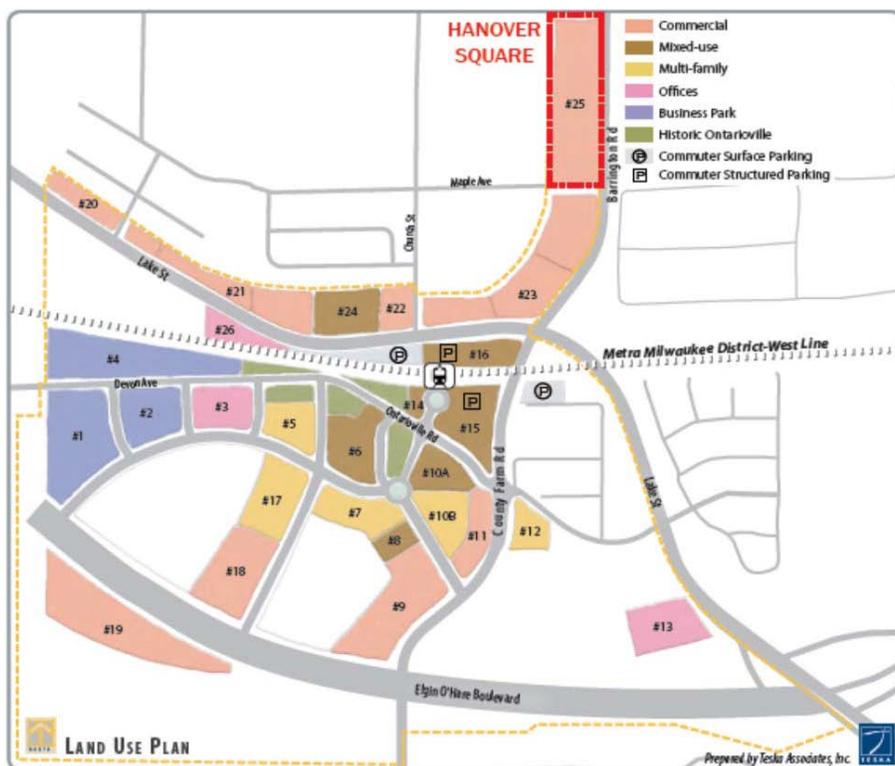
The college use is a permitted special use in the B-2 district and compatible with other uses in the Hanover Square Shopping Center, serving the day-to-day and occasional needs of the local community. The use will work towards a key Strategic Plan goal of the Village Board to help make the community a “great place to live, work and do business.” It will also work towards a key Vision and Goal of the Comprehensive Plan to increase employment opportunities within Hanover Park, specifically to “establish a proactive Workforce Recruitment Strategy that markets Hanover Park to college graduates, Hanover Park school system alumni, and transitioning workers seeking employment opportunities and/or a place to establish residency.” Finally, the use works towards the goals and vision of the Village Center area to be a “vibrant cultural, residential, employment, and entertainment center that will expand the Village’s economic base while creating a sustainable development and enhancing the overall quality of the community.”

## **STAFF ANALYSIS**

Staff finds the proposed Education and Work Center to be a good use for the Hanover Square Shopping Center and the Village. The center will serve the need for adult secondary education and employment services in the area through a creative collaboration of area colleges.

Staff finds that the proposed special use will have limited physical impact on surrounding properties, as it will utilize existing tenant space, parking, and access to the site. The shopping center is currently underutilized and sufficient parking is available at the site. Users may access the site by multiple access points, including a lighted intersection at Barrington Road and Walnut Street. Security and traffic control will be managed by the colleges and property managers, with ongoing monitoring by Village Police, as is typical for businesses of this type. The proposed internal improvements are expected to have a positive impact on the quality and value of the property. The use is expected to bring additional benefits to the center, such as increased traffic and customers for adjacent businesses.

Village Center Land Use Plan



**PUBLIC COMMENT**

To date, staff has received no comments related to the application.

**RECOMMENDATION**

Move to adopt the draft Findings of Fact recommending approval of the request for a Special Use for a college use in the B-2 Local Commercial District for the Education and Work Center in the Hanover Square Shopping Center at 6704 Barrington Road.

**ATTACHMENTS**

- Exhibit 1 – Draft Findings of Fact
- Exhibit 2 – Floorplan and Site Plan
- Exhibit 3 – Village Board Memorandum, March 20, 2014
- Exhibit 4 – *Daily Herald* articles regarding project

**DEVELOPMENT COMMISSION**  
**DRAFT FINDINGS OF FACT**  
**COLLEGE USE AT 6704 BARRINGTON ROAD**  
**SPECIAL USE – EDUCATION AND WORK CENTER**

**I. Subject**

Consideration of a request by Elgin Community College (applicant) on behalf of the Village of Hanover Park (property owner) for a Special Use from the Village of Hanover Park Zoning Ordinance to allow a College Use in a B-2 Zoning District.

Specifically, the following items must be approved:

- Special Use from Section 110-5.9.3. h – College Use in B-2 Local Commercial District

**II. Findings**

On April 10, 2014 after due notice as required by law, the Hanover Park Development Commission held a public hearing on the subject request concerning the Special Use. \_\_\_ objectors appeared and \_\_\_ written objections were filed.

The Development Commission has made the following findings regarding the Special Use request:

**A. Public Health, Safety, and Welfare**

The proposed use will not be detrimental to or endanger the public health, safety or welfare of the community.

**B. Surrounding Property Use and Value**

The proposed development will not have a negative impact the use or value of other property in the immediate vicinity. The surrounding properties are developed with compatible uses.

**C. Conformance with Comprehensive Plan**

The proposed development is in conformance with the goals and objectives set forth in the Comprehensive Plan. The use will provide educational opportunities to residents and work towards a “proactive Workforce Recruitment Strategy that markets Hanover Park to college graduates, Hanover Park school system alumni, and transitioning workers seeking employment opportunities and/or a place to establish residency” (Objective 1.16).

**D. Development and Improvement of Surrounding Property**

The proposed development will not impede the normal and orderly development and improvement of surrounding properties. All adjacent parcels are developed or prepared for development of commercial and community uses.

**E. Utilities, Access Roads, and Drainage**

The proposed development will utilize existing utilities, access roads, drainage and other facilities on the site, which are found to be adequate for such use. Existing access roads provide safe and efficient traffic flow to and within the site.

**F. Ingress and Egress to Public Streets**

The proposed development will utilize existing ingress and egress to the site from existing access roads, including Walnut Avenue, Maple Avenue, Barrington Road, and a signalized intersection at Walnut Avenue and Barrington Road.

**G. Conformance with Zoning Restrictions**

The property is zoned B-2 Local Business District. The proposed use, site plan, and parking are in conformance with the restrictions of the Zoning Ordinance.

**H. Minimization of Adverse Effects**

The proposed use has been designed to minimize adverse effects on nearby properties, with the use occurring inside an existing building and sufficient parking and access provided. Surrounding uses are compatible with the proposed special use.

**III. Recommendations**

Accordingly, by a vote of \_\_\_ to \_\_\_, the Development Commission recommends approval of the request for a Special Use for a college use in the B-2 Local Commercial District for the Education and Work Center in the Hanover Square Shopping Center at 6704 Barrington Road.

WALNUT AVE.

BARRINGTON RD.

PINE TREE ST.

DUMP.

DUMP.

6772  
TAQUERIA  
6770  
ROSY'S  
BEAUTY SALON

6768  
DINOS FOODS

6754  
FAMILY DOLLAR

6736  
HANOVER QUICK WASH

6734  
STATE FARM  
6724  
BARBER SHOP

6704  
EDUCATION &  
WORK CENTER

VACANT

VACANT

6704  
VACANT

6622  
VACANT

6620  
FAMILY HEALTH

6616  
VACANT

6614  
TAE KWON DO

6612 LITTLE BEAR  
DAY CARE

6610 LITTLE BEAR  
DAY CARE

6608  
SURE STAFF

6606  
SURE STAFF

6602G  
DREAM DENTAL  
6602F  
FLORAL SHOP  
6602D/E  
AREUS  
ELECTROLUX  
6602C  
CHIROP.  
6602B

6602A  
ISLAS MARIAS

VACANT

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ILLINOIS DESIGN FIRM # 184003287

**ICS**  
 21675 Gateway Road  
 Brookfield, WI 53045

Client

**WORKFORCE**  
 HANOVER SQUARE  
 6704 BARRINGTON ROAD  
 HANOVER PARK, IL 60133

Project

Consultant

MULTIPLE RESTROOM UPDATES	03-04-2014
PLAN UPDATES	02-24-2014
PLAN UPDATES, PER VILLAGE	01-17-2014
UPDATE STOREFRONT LAYOUT	07-12-2013
CLIENT REVIEW	05-30-2013
CLIENT REVIEW	05-01-2013
CLIENT REVIEW	04-22-2013

No.	Issue	Date
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Seal

**PRELIMINARY DRAWINGS**

Date FEBRUARY 15, 2013

Job Number 13 SA 020

Drawn

Checked

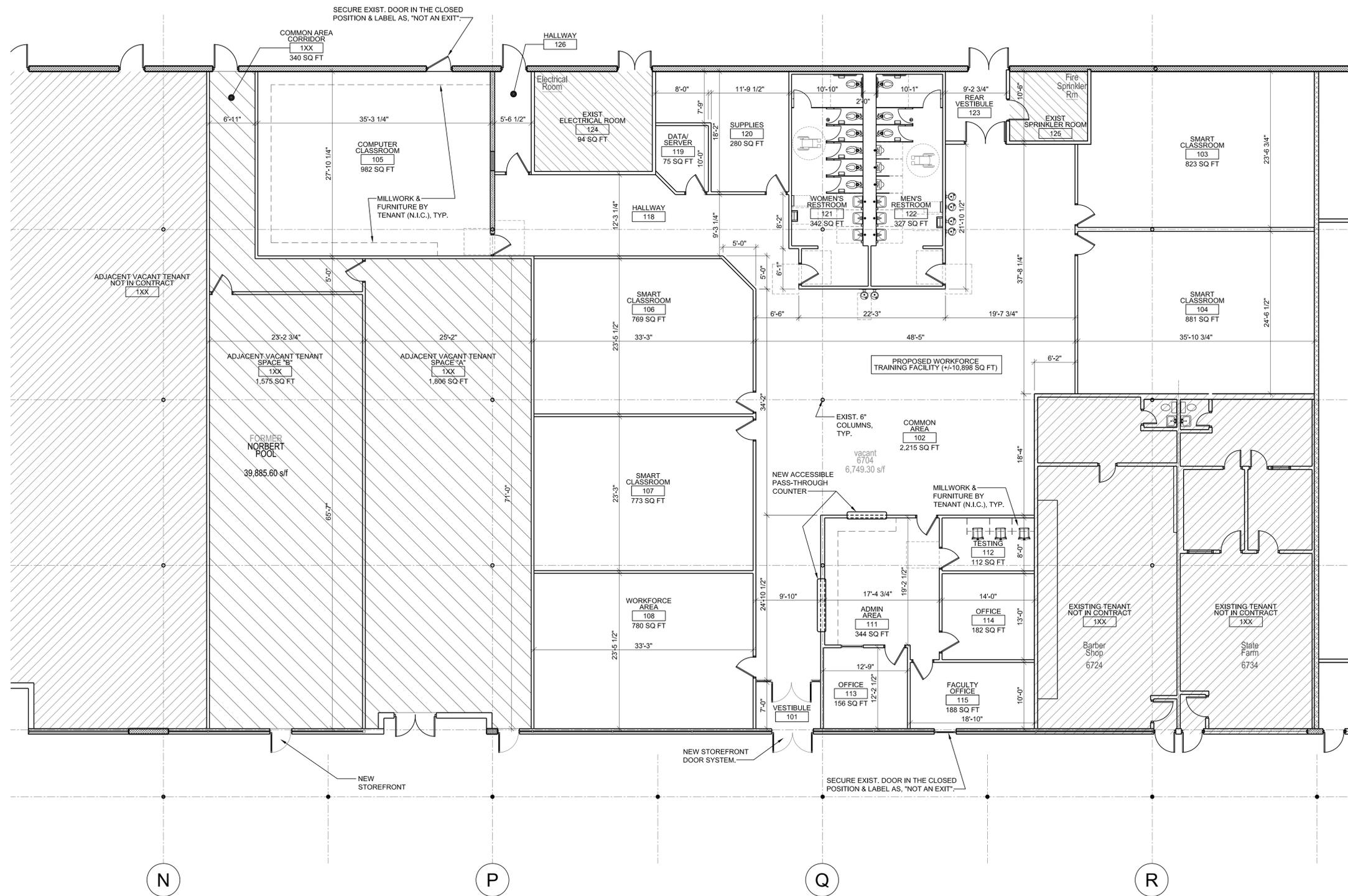
Approved

Title

**PRELIMINARY FLOOR PLAN**

Sheet

**A210-FP8**



**1 PARTIAL FLOOR PLAN**  
 1/8" = 1'-0"



**TO:** Village President and Board of Trustees

**FROM:** Juliana Maller, Village Manager  
Shubhra Govind, Director of Community & Economic Development  
Katie Bowman, Village Planner

**SUBJECT:** Hanover Square Education and Work Center – Lease and IGA

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** March 20, 2014

**Executive Summary**

Approve lease and intergovernmental agreement (IGA) for an Education and Work Center in the Hanover Square Shopping Center.

**Background**

For the past several years, Village leadership and staff have been working collaboratively with representatives of Elgin Community College, Harper College, and the Chicago Cook Workforce Partnership (workNet) to develop a consolidated community college and employment services extension site in the Hanover Square Shopping Center. The site will be called the Education and Work Center and will offer adult basic and secondary education services, English as a Second Language instruction, unemployment services, and educational planning assistance to residents in the area.

**Discussion**

The center will be approximately 10,900 square feet in a 'T-shaped' area and include 5 classrooms, 1 workNet room, administrative area including 3 offices, restrooms, a large common area, and associated storage and equipment areas. The center will be located in space 6704 (former Acapulco Banquets) directly to the south (left) of the existing Barber and State Farm tenants. Two additional tenant spaces, approximately 1,500 and 1,800 square feet in size, are to be constructed to the south of the center as well. See Exhibit 1.

**Lease**

A final lease has been drafted for the space based upon the center's business plan and a letter of intent developed by the group and shared with the Village Board. The lease is based upon the Village's standard lease for Hanover Square, with changes made for the type of use and the public sector educational tenant. The lease will be held with Elgin Community College, as the center is located within their jurisdictional area.

Major lease terms are as outlined below:

- Term: 3 years, beginning June 1, 2014 (or completion of landlord buildout)
- Rent: \$12/square foot gross (including CAM & taxes), or \$120,000 per year
- Buildout: To be performed by landlord, educational equipment provided by tenant
- Maintenance: Landlord to maintain capital equipment (HVAC, roof, certain electrical)  
Tenant to maintain equipment within lease area (plumbing, floors, etc)
- Parking: Tenant is to have free use of parking lot, landlord is to obtain approval when parking is altered in a way that substantially impacts the tenant

See Exhibit 2 for an outline of the scope of work to be performed by the landlord (Village) and tenants (colleges) and Exhibit 3 for the full lease.

### Intergovernmental Agreement

Additionally, a final intergovernmental agreement (IGA) has been drafted for the operation of the center. The agreement will be between Elgin Community College, Harper College, the Chicago Cook Workforce Partnership (workNet), and the Village of Hanover Park. The IGA mainly addresses the way in which the colleges and workNet will work together and operate the center. Article III includes provisions related to the Village. It references the lease and states that the Village will promote classes and other offerings at the center through existing means, such as eNews, Hi-Lighter, and posting of flyers. It also provides that the Village will provide a visible police presence and traffic control when necessary. See Exhibit 4 for the full IGA.

### Construction Costs

During this time, Staff has also worked with the center's construction manager, Innovative Construction Solutions, and architect, Soos Associates, to estimate costs and timeline for the landlord work associated with the project. Per the terms of the lease, the landlord will perform the base 'white box' improvements to the space (basic equipment, floors, and walls, restrooms), as well as tenant-specific improvements to the space (rooms, floor and wall finishes, additional plumbing, and wiring). The tenant will install their furniture and equipment.

PRELIMINARY estimates of costs are:\*

- White Box Buildout: \$437,000
- Tenant Buildout: \$278,000
- Total: \$715,000

\* Preliminary estimates include a 10% contingency. Sufficient TIF 3 funds for white box buildout have been allocated in the FY14 & FY14B Budgets.

Final cost estimates will be developed following the completion of architectural drawings. Architectural drawings, which will cost approximately \$25,000, may be prepared under the current work authorization for the center. A separate work authorization for construction of the space will then be presented to the Board for review and approval.

### Approval Process

Following approval of the lease and intergovernmental agreement, a special use application will be processed for a consolidated community college and employment services extension site at the location. A special use permit is required for a college use in the B-2 district. As

the Village is the owner of the property, Staff will manage this application and present it to the Development Commission at their April meeting and the Village Board in May. This process may run concurrently with plan preparation.

The timeline for the project going forward is:

- Elgin CC Board lease & IGA approval: March 11, 2014
- Hanover Park lease & IGA approval: March 20, 2014
- Special Use review and approval: March – May, 2014
- Architectural Design/Plan Prep: March – April 2014 (4 weeks)
- Bid & Plan Review (concurrent): April – May 2014 (4 weeks)
- Buildout: May – July 2014 (7 weeks)
- Tenant Occupancy: July 2014
- Fall Classes Begin: August 2014

\*\* Note that construction timeline is being finalized and additional information will be presented at an upcoming meeting.

Staff finds the proposed tenant to be a good use for the center and the Village. The center will serve the need for adult secondary education and employment services in the area through a creative collaboration of area colleges. While a large upfront cost is required from the Village as center owner, the tenant will bring many benefits to the center such as increased traffic and customers for adjacent businesses. The location of an educational use in the area will also further the goals of the Village Center plan to center community services in the center of the Village in an area accessible by road and transit.

The Village Board reviewed the Lease, Intergovernmental Agreement and Special Use Process at the Board Workshop of March 6, 2014, and recommend they be placed on the March 20<sup>th</sup> agenda for Board approval.

**Recommendation**

1. Move to pass an Ordinance authorizing a lease in the Hanover Square Shopping Center to Elgin Community College.
2. Move to pass a Resolution authorizing an Intergovernmental Agreement between Community College District 509 (Elgin Community College), Community College District 512 (William Raney Harper College), the Chicago Cook Workforce Partnership and the Village of Hanover Park.
3. Move to direct Staff to initiate the special use process for a college use in the B-2 Local Business District in the Hanover Square Shopping Center at 6704 Barrington Road.

**Attachments**

- Exhibit 1 – Floorplan & Location Map
- Exhibit 2 – Scope of Work
- Exhibit 3 – Lease
- Exhibit 4 – Intergovernmental Agreement
- Exhibit 5 – Ordinance authorizing a lease
- Exhibit 6 – Resolution authorizing an Intergovernmental Agreement

<b>Budgeted Item:</b>	<u>  X  </u> Yes	<u>    </u> No
<b>Budgeted Amount:</b>	\$ 1,000,000	
<b>Actual Cost:</b>	\$ 715,000	
<b>Account Number:</b>	33-0000-465-13.21 (TIF 3 Capital Outlay)	

## Harper, ECC team up in Hanover Park

*New facility would offer classes focused on putting more people to work* By Katlyn Smith

ksmith@dailyherald.com

Two suburban community colleges are branching out to Hanover Park with a new facility aimed at confronting unemployment.

Harper College and Elgin Community College hope to launch the Education and Work Center in an aging strip mall this summer, with classes starting in the fall.

Although officials first announced the partnership last May, the village and administrators have finally reached a deal on the terms of a lease for a 10,000-squarefoot space in Hanover Square. Putting Harper and ECC classes under one roof — a novel concept, officials say — also required the backing of the Illinois Community College Board.

Both schools are pooling their resources to bring new services to a diverse area where officials have tried to battle lower job growth than surrounding suburbs.

Hanover Park Mayor Rodney Craig said the center also brings new “opportunities for first-generation families,” a significant group in the village.

“Now what happens is new folks get to learn about the education process,” said Craig, who called a 2010 summit of local leaders and businesses on the issue. “You don’t know where to go. You’re confused. We’ve got a place now that you can walk to that’s Harper College or ECC.”

Hanover Park’s unemployment rate stood at 9.1 percent in December, compared with 8.6 percent across the metropolitan area, according to state labor statistics.

Hoping to bring those numbers down, officials also have tapped the Chicago Cook Workforce Partnership to fund job counseling at the site along Barrington Road. Business and Career Services Inc. will manage those resources under Illinois workNet, whose closest office to Hanover Park is more than a dozen miles away in Arlington Heights.

Both Harper and ECC will contribute \$250,000 annually for three years for operations, including the \$120,000 lease. Harper faculty will teach classes during the day, with ECC providing night courses.

“One of our goals for a student walking in the doors is that, for them, they experience no difference,” said Peggy Heinrich, ECC’s dean of adult education.

The curriculum will run the gamut of free adult education courses, including G.E.D. classes delivered in both English (Harper) and Spanish (ECC), Heinrich said. ECC hopes to attract 250 students alone for the evening courses.

Both schools will jointly hire staff to operate the center day to day and help students who have earned the G.E.D. to transition to college-level classes at either Harper or ECC.

The ECC board of trustees is expected to vote on the terms of the three-year lease March 11. The Harper board will vote on the agreement April 16.

The deal brings new life to the vacancy-riddled Hanover Square. The village is searching for a buyer to redevelop the shopping center after spending \$2.8 million in 2011 to purchase the property. Since then, Hanover Park has upgraded the mall’s roof and utilities and demolished an old restaurant.

The village will pay for the costs of renovating an empty storefront to make way for five classrooms.

The shopping center sits along a Pace bus route, at the intersection of the two community college districts. For Harper, Hanover Park gives students a more central location on the school district’s western edge.

“We’re hoping that the data proves us right that we’re making a great investment in the community,” said Kenya Ayers, dean of academic enrichment and engagement.

State Rep. Fred Crespo helped secure a \$200,000 state grant to get the project off the ground. The Hoffman Estates Democrat praised the unprecedented partnership for Illinois community colleges.

[couriernews](#)

## ECC may open mini-campus in Hanover Park by summer

By Dave Gathman

dgathman@stmedianetwork.com

Last Modified: Jan 23, 2014 06:20PM

ELGIN — Elgin Community College is on track to open a mini-campus along the district's easternmost border, in Hanover Park.

Peggy Heinrich, dean of adult education, told the ECC board Tuesday that details of a lease have almost been ironed out. She said the rent amount is still to be determined, but ECC and Palatine-based Harper College would work together to rent a 10,000-square-foot storefront for three years in a mostly vacant shopping center along the west side of Barrington Road, just north of Route 20.

The facility likely would be called "The Hanover Park Education and Work Center."

The failing shopping center is owned by the village of Hanover Park, and village officials are "ecstatic" about the possibility of getting a community college facility there, ECC President David Sam said.

ECC officials revealed last spring that they have been exploring the possibility of opening such an extension site since 2011.

Sam said Hanover Park is unique in that it is split among three community college districts — ECC, Harper and the Glen Ellyn-based College of DuPage.

"None of us has put in a concerted effort to serve that community well," Sam admitted.

Eastern edge

The shopping center is some 10 miles from ECC's main campus in southwest Elgin. In fact, Sam said, it is so far out that land across the street is in Harper's district.

Under the tentative agreement, Heinrich said, Harper would offer classes there in the daytime and ECC at night.

In addition, Heinrich said, an unemployment-fighting organization called the Chicago-Cook Workforce Partnership would offer counseling programs for people who are looking for a job and who may want to upgrade their qualifications by earning a GED (General Education Diploma) or taking some college courses.

Heinrich said one snag in the project is that state officials won't allow either ECC or Harper to offer regular, tuition-based courses at the site — only courses and training that are paid for by grants — because of questions about which college would get matching state financing.

Heinrich said courses offered would include:

English as a Second Language instruction.

GED and pre-GED courses in both English and Spanish.

Probably continuing-education classes that would prepare students to study at the main campuses for careers in fields such as nursing and early-childhood education.

All classes would be offered free to eligible students, and those who complete a GED there also would be eligible for a three-credit-hour tuition waiver to continue their studies at ECC, according to Rose DiGerlando, ECC vice president for Teaching, Learning and Student Development.

Heinrich said that if the ECC board can approve a lease in March, the workforce partnership could begin operating there as early as June 1 and classes could begin next fall.

ECC offers some courses in the Streamwood Village Hall and at some high schools within District 509 but does not have any partnerships or sites similar to the one proposed for Hanover Park.

ECC closed its Fountain Square campus in downtown Elgin several years ago. It is, however, planning to build a Public Safety and Sustainability Center in Burlington.

“We just have to monitor this closely and make sure it’s a sound project fiscally,” Sam told the board.

“It will be interesting to see if participation in the classes matches the (village officials’) excitement about us coming in,” ECC Board Chair Donna Redmer said.

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