

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**February 8, 2016**

**Immediately Following the Transportation & Road Improvement Committee**

<b>Members:</b>	<b>Karen Mills, Chairperson</b>	<b>Anna Newell, Trustee</b>
	<b>Gayle Vandenberg, Vice Chairperson</b>	<b>Gary Pilafas, Trustee</b>
	<b>Gary Stanton, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

**I. Roll Call**

**II. Approval of Minutes - January 11, 2016**

**NEW BUSINESS**

1. Request approval of a resolution updating planning, zoning, and other related fees.
2. Request acceptance of Department of Development Services monthly report for Planning Division.
3. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
4. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

PLANNING, BUILDING & ZONING  
COMMITTEE MEETING MINUTES

January 11, 2016

**I. Roll Call**

**Members in Attendance:**

**Karen Mills, Chairperson  
Gary Vandenberg, Vice Chairperson  
Gary Stanton, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Michael Gaeta, Trustee  
William D. McLeod, Village President**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Economic Dev. Coord.  
Mike Hankey, Director of Transportation  
Patrick Seger, Director of HRM  
Fred Besenhoffer, IS Director  
Ashley Monroe, Asst. to Village Manager  
Austin Pollack, Administration Intern  
Bruce Anderson, CATV Coordinator  
Patti Cross, Asst. Corporation Counsel**

The Planning, Building & Zoning Committee meeting was called to order at 7:20 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Planning, Building & Zoning Committee meeting minutes of December 14, 2015. Voice vote taken. All ayes. Motion carried.

**OLD BUSINESS**

- 1. Request by CalAtlantic Homes (formerly Ryland Homes) for a site plan amendment for a new owner/builder to construct different home models in a previously approved single-family subdivision (Devonshire Woods). (Deferral requested)**

An item summary sheet from Peter Gugliotta was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to defer this item to a special Planning, Building & Zoning Committee on February 15, 2016. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval for the Planning & Zoning Commission to hold a public hearing to consider amendments to the Zoning Code (Chapter 9) regarding the definition and calculation of the surface area of signs.**

An item summary sheet from Peter Gugliotta and Dan Ritter was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to authorize the Planning & Zoning Commission to hold a public hearing to consider amendments to the Zoning Code (Chapter 9) regarding the definition and calculation of the surface area of signs. Voice vote taken. All ayes. Motion carried.

- 2. Request acceptance of Department of Development Services monthly report for Planning Division.**

The Department of Development Services monthly report for Planning Division was presented to committee.

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

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

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

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

- 4. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.**

The Department of Development Services monthly report for Economic Development and Tourism was submitted to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Department of Development Services monthly report for Economic Development and Tourism. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:39 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of a resolution updating planning, zoning, and other related fees

**MEETING DATE:** February 8, 2016

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *PG*

**PURPOSE:** Request approval of a resolution updating planning, zoning, and other related fees.

**BACKGROUND:** The Village has traditionally kept its development related fees below average as compared to other area communities to ensure these costs do not discourage desirable development activity. However, it is important that fee levels at least provide for reimbursement of Village out-of-pocket costs, as well as cover a portion of other resource costs. Periodic monitoring of Village costs, as well as fees charged by surrounding communities, has found that most planning and zoning fees are due to be updated.

Although there have been updates made to the fee resolution in recent years, these have only involved procedural items such as the addition of Master Sign Plans in the code and the combining of the Plan Commission and Zoning Board of Appeals into one body. The actual fees charged for development related requests have not been increased since 1995.

Since it has been such a long time since development fees were updated, staff has taken a comprehensive approach to this review. A complete proposed resolution is attached for consideration. After discussion, if it is felt that certain fees should be adjusted or further analyzed, this item could be continued for revisions. The fees proposed remain generally below the average of surrounding communities in keeping with past practice, however, this approach could be changed if the Committee desires.

**DISCUSSION:** The attached proposed resolution includes increases, as well as some new items and revisions to the fee structure for certain items. Following is a summary of each section revised in the resolution. Sections not addressed are unchanged from prior resolutions. Additional comparison information for other communities is attached and supports information in this memo.

**DISCUSSION: (Continued)*****Open Space Easement Release (Section 1A)***

The Open Space Easement Release Fee is recommended to increase to \$75 to account for out-of-pocket recording costs (roughly \$40) and a minimal amount of additional other Village costs. The current fee of \$25 was set many years ago when costs were much lower. All release requests require staff analysis and formal Committee and Board review, in addition to recording of the final document if approved. Very few requests are made each year (some years there are none) and they are generally discouraged.

***Variations (Sections 1B and 1C)***

The residential variation fee is recommended to increase to \$175, versus the \$150 set in 1995. A survey of surrounding communities found several that charge between \$200-\$300 (Schaumburg, Arlington Heights, Bartlett, Palatine, Mt. Prospect, Hanover Park), and a couple that have kept this fee below \$100 (Streamwood, Elk Grove, Rolling Meadows). The number of variations has diminished during recent years, likely due to Village code changes that increase flexibility and a greater effort by the Village to encourage residents to pursue code compliant solutions, among other reasons. It should be noted that very few residents ever need to pay this fee, and it is only applicable when someone is proposing a project that does not conform to the Zoning Code requirements. In 2015, there were four residential variation requests.

The non-residential variation fee is recommended to increase to \$500 versus the \$400 that was set in 1995. These requests are rare, and again only occur when an owner is seeking to construct something beyond the limits of the Zoning Code.

***Special Use Permits (Section 1D)***

The recommendation is to increase the fee from the current \$400 fee (set in 1995) to a tiered fee system of \$500 and \$750. Each request involves detailed review by Village staff on a case-by-case basis to evaluate potential impacts of the use and determine appropriate conditions that should be considered. In review of this fee, staff has noted two different levels of special use review, one of which involves greater time and research. The recommended \$500 fee is for specific uses listed in the code (and thus there is general familiarity with them), and \$750 is for unique or unusual uses considered under the "all other uses" listings (which are customized and often unfamiliar proposals that can involve extensive research and staff time). It should be noted that uses commonly requiring a special use permit in other Villages, such as drive-thru facilities and restaurants, do not require a special use in Hoffman Estates since impacts can be considered as part of the site plan process. There were six special use requests in 2015, three of which fell into the "all other uses" category.

***Text Amendments (Section 1E)***

The text amendment fee is proposed to increase from \$400 (set in 1995) to \$500, similar to the other increases proposed. Requests for amendments are very rare since most code changes are initiated through staff updates or direction from the Planning, Building and Zoning Committee. Each text amendment requires research, drafting of code language, and consideration of how the change will impact many differently situated property in the Village, thus requiring a substantial amount of staff analysis time.

**DISCUSSION: (Continued)*****Zoning Compliance Letter (Section 1F)***

On a regular basis the Planning Division receives requests for a formal zoning compliance letter on Village letterhead to be used as part of a re-financing or real estate sale proceeding. During 2015, there were roughly 25 such requests. Each requires several hours of staff time and provides the requestor with a formal letter that is recognized as part of many transactions. Most of these requests come from out-of-state third party consultants on behalf of law firms or title companies that have been hired to research property compliance issues. Most requestors fully expect to pay a fee because it is commonly charged by other municipalities. Fees in other communities can range from \$75 to \$200 and up, and many are close to \$100. This fee for Hoffman Estates is proposed at \$100 to cover at least a portion of the Village costs for these formal letters. These requests are for specific information that must be researched, and they are not covered by the document requirements of the FOIA laws.

***Refunds (Section 1G)***

The refund section of the resolution is proposed to be amended to allow a qualified resident applicant who withdraws their request prior to the public meeting date to recoup a substantial portion of their application fee. The current resolution caps the refund at \$20 and the amendment would allow all of the fee to be refunded, except for any out-of-pocket expenses incurred by the Village, plus a \$20 administrative fee.

***Site Plan Review (Section 3A)***

Fees for the formal site plan review process currently range from \$350-\$650 (set in 1995). This fee applies to new construction projects, all of which require review of applications, reports/studies, and plans, as well as the formal Planning and Zoning Commission public notification and meeting process. Over the past several years, there have been changes to the site plan processes in Subdivision Code Section 10-2-1.M, to include more streamlined options for site plan amendments to be handled through an administrative review versus a formal public meeting process. Modifying the fee structure to more specifically match the code structure is appropriate.

The proposed new fees range from \$500-\$1,000 depending on the site size. These new fees would remain on the lower end of the range of fees charged by other communities. A direct comparison is very difficult since each community structures their fee schedule and review process differently. Many communities utilize a Planned Unit Development (PUD) process for site plan review, which blends formal zoning requirements into the development review and is not directly comparable. Three nearby towns with similar site plan review processes are Schaumburg (range of \$2,790-\$3,070), Arlington Heights (range of \$1,200-\$1,800), and Palatine (sliding scale ranging from \$688 for 1-acre to \$1,125 for 20-acres, and up). The attached comparison chart provides additional information.

For site plan amendments, the current resolution uses a three-tiered, acreage approach to determine the fee, however, there is no difference in the amount to account for differences in recent process changes in the Subdivision Code (staff/permit review versus formal notice/public meeting review). Modifying the fee structure for amendments to more specifically match the code structure is appropriate. There are four approval levels in the code and the new fee structure would match the Subdivision Code, with tiers ranging from \$250-\$750.

**DISCUSSION:** (Continued)***Plat Review (Section 3D)***

The current plat review fees (preliminary and final) mirror the site plan fees and range from \$350-\$650 (set in 1995). The plat review process has become significantly more complicated and requires collaboration among multiple departments, including increased scrutiny by Corporation Counsel based on the impacts of recent court cases. The preliminary plat review fees are proposed to be revised to a range of \$500-\$1,000 for non-residential projects that again mirrors the site plan fees, and a different structure (\$750 + \$10 per lot) for residential projects. Most commercial plats contain only a few lots at the most and the tiered acreage approach is more appropriate, but review time needed for residential plats can be more directly attributed to the number of lots.

Since the preliminary plat review typically requires more analysis and staff time than review of a final plat, it is recommended that the final plat fee be set at a flat rate of \$500 for all plats. External recording or related costs incurred by the Village would be billed separately once those fees are known (same as current practice).

A clarifying section is proposed as Section 3E for Plats of Easement, which are typically combined as part of a larger site plan review process, or processed separately through a Committee review. In projects that necessitate a subdivision plat, the easements are typically covered on that document and the fee would not apply, however, on occasion the easements are granted through a separate document. The proposed fee is a flat \$500, with any recording costs billed separately.

***Sample Projects for Site Plan and Plat Review***

Staff performed an analysis of 10 area communities (see attached). The commercial sample is based on the Duluth Trading Company project, with a 6.9-acre, 2-lot subdivision and one 15,000 square foot building. Calculating and interpreting each town's fee schedule was difficult, however, the exercise did provide an approximate comparison. It was found that Hoffman Estates current fees for the combined Site Plan and Subdivision review process were less than all 10 communities reviewed, and 37% of the average fee (\$2,370) of the other 10 communities. The Hoffman Estates fee was \$1,000 (\$500 site plan + \$500 plat), as compared to a range of \$1,065-\$7,490 in the other typical communities. Under the proposed new fees, this sample project would be charged \$1,250 in Hoffman Estates (\$500 site plan + \$750 plat), which is still far below average and nearly the lowest of this group.

A similar exercise was done for the Bergman Farms residential subdivision project (40 acres, 81 lots - preliminary approval). The results found an even greater discrepancy than the commercial example, with existing Hoffman Estates fees roughly 26% of other towns surveyed. The Hoffman Estates existing fee of \$1,300 was second lowest of the group, and far below the \$4,995 average. The new fee would be \$2,560, which is still less than most of the group surveyed.

***Rezoning and Annexation Hearings (Sections 3B and 3C)***

Fees for these items have consistently mirrored the site plan review fees using the same acreage tiers. The new proposed fees would range from \$500-\$1,000, consistent with the site plan fees.



***Plat Review (Section 3D)***

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***Rezoning and Annexation Hearings (Sections 3B and 3C)***

Fees for these items have consistently mirrored the site plan review fees using the same acreage tiers. The new proposed fees would range from \$500-\$1,000, consistent with the site plan fees.

**DISCUSSION:** (Continued)***Annexation, Development, and Related Agreements (Section 3F)***

The current resolution does not specifically clarify what fee is required for review of an Annexation Agreement, Development Agreement, or similar document. The proposed resolution addresses this by including a \$500 fee for review of a new agreement, and \$250 for an amendment to an existing agreement. Any such review would require staff review time and a public meeting process, with ultimate consideration by the Village Board. As with other items, any external legal costs incurred by the Village would be charged separately.

***Engineering Review Fee Payment Timing (Section 3G)***

The wording in this section is clarified to require payment of the initial portion of the Engineering Review fee at the time an application is filed, and then provides for the fee to be credited from the full balance that is due at the time of construction. The full fee amount is addressed in a separate resolution, and this is just the initial portion.

**RECOMMENDATION:**

Approval of a resolution updating planning, zoning, and other related fees.

Attachments

## Planning and Zoning Fee Comparison

Community	Residential Variation	Non-residential Variation	Special Use Permit
Schaumburg	205	438	603
Arlington Heights	200	330-500	200-700
Bartlett	300	300	400
Hanover Park	225*	525*	750*
Elgin	250	250-800	800
Mt. Prospect	250	250-500	250-2500
Palatine	222	720	831
Streamwood	50	50	100
Rolling Meadows	50	250	250
Elk Grove	75	150	150
Hoffman Estates – current	150	400	400
Hoffman Estates – proposed	175	500	500-750

\*plus publication fee

## Sample Projects Comparison (Site Plan + Plat)

**Duluth Trading Co. (6.9 acres, 15,000 sq.ft.)**

Municipality	Duluth Trading Company	Municipality	Duluth Trading Company
Hoffman Estates	\$1,000 (existing fee)	Palatine	\$2,240
Elgin	\$7,490	Batavia	\$2,000
Schaumburg	\$5,241	Buffalo Grove	\$1,500
Naperville	\$2,870	Rolling Meadows	\$1,100
Streamwood	\$2,790	Arlington Heights	\$1,065
Average Cost	\$2,730	Hoffman Estates %	37% of average

**Bergman Farms Subdivision (40 acres, 81 lots)**

Municipality	Bergman Farms	Municipality	Bergman Farms
Hoffman Estates	\$1,300 (existing fee)	Arlington Heights	\$5,355
Elgin	\$10,100	Palatine	\$3,127
Schaumburg	\$8,855	Streamwood	\$3,090
Batavia	\$8,000	Buffalo Grove	\$2,450
Naperville	\$6,570	Rolling Meadows	\$1,100
Average Cost	\$4,995	Hoffman Estates %	26% of average

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION ESTABLISHING FEES FOR  
EASEMENT RELEASES, PLANNING AND ZONING COMMISSION  
AND VILLAGE BOARD MEETINGS  
OF THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, Resolution Nos. 312-1977, 462-1981, 529-1983, 635-1987, 741-1989, 748-1989, 785-1990, 806-1991, 834-1991, 853-1992, 979-1995, 1046-1998, 1261-2005 and 1482-2011 previously established certain fees for planning and zoning related items, including easement releases, plat reviews and public meetings, and provided for the time of billing of such fees.

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

Section 1:

A. That the fees for residential open space (or similar) easement releases shall be Seventy-Five Dollars (\$75.00).

B. That the fees for residential variations for Planning and Zoning Commission hearings shall be One Hundred Seventy-Five Dollars (\$175.00).

C. That the fees for non-residential variations for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00).

D. That the fees for special uses for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00) for specific special uses listed in the Code, and Seven Hundred Fifty Dollars (\$750) for any use proposed under the "all other uses not heretofore listed" category.

E. That the fees for text amendments for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00).

F. That the fees for issuance of a formal Zoning Compliance Letter shall be One Hundred Dollars (\$100).

G. That there shall be no refund after application by a non-residential applicant or an applicant who is an owner or beneficial owner of more than two (2) properties in the Village. Applicants who are owners or beneficial owners of less than two (2) residential properties in the Village shall be entitled to a full refund if application is withdrawn before legal notice is posted; a refund of the fee less the cost of the legal notice, plus Twenty (\$20) if the application is withdrawn after legal notice is posted and before hearings commence; or no refund if application is withdrawn after hearings have commenced.

Section 2: That the fees for subsections B through E should be paid prior to the commencement of any hearing and that Three Hundred Dollars (\$300.00) be paid before commencement of hearings and before each additional hearing date or Village Board meeting to cover the services of a court reporter at the Planning and Zoning Commission and before the Village Board when deemed necessary by the Village Manager; and further that such fees as shall reflect the actual compensation of Village staff time, and shall be paid or on deposit before the Planning and Zoning Commission or Village Board shall render a decision, or accept a withdrawal of request or petition on any matter pending before it.

Section 3:

A. That the fees for site plan review under the Subdivision Code be as follows:

Site Plan Review

1. \$500 0-4.99 Acres
2. \$750 5.0-9.99
3. \$1000 10.0 & Above

Site Plan Amendment (Changes to approved developments plans)

1. \$250 Staff level (staff review via permit or letter)
2. \$350 Administrative (Village Manager review, in accordance with Board-approved procedures)
3. \$500 Minor (Planning, Building and Zoning Committee Review)
4. \$750 Major (Planning and Zoning Commission review)

B. That the fees for Rezoning or RPD redesignation amendments by the Planning and Zoning Commission shall be as follows:

Rezoning/RPD Amendments

1. \$500 0-4.99 Acres
2. \$750 5.0-9.99
3. \$1,000 10.0 & Above

C. That the fees for Annexation Hearings shall be as follows:

Annexation Hearing Fee

1. \$500 0-4.99 Acres
2. \$750 5.0-9.99
3. \$1000 10.0 & Above

D. That the fees for a Plat of Subdivision review (or other plat) by the Planning and Zoning Commission shall be as follows:

Residential Plat

1. \$750 + 10 per lot Preliminary
2. \$750 Final (in conformance with Preliminary or concurrent request)

Non-Residential Plat - Preliminary

1. \$500 0-4.99 Acres
2. \$750 5.0-9.99
3. \$1000 10.0 & Above

Non-Residential Plat – Final

1. \$500

E. That fees for a Plat of Easement review by the Village Board shall be \$500.

F. That fees for review of an Annexation Agreement, Development Agreement, or other development-related agreement shall be:

Development related Agreements

1. \$500 New Agreement
2. \$250 Amended Agreement

G. That the initial portion of the Engineering Site Plan Review fee due for review by the Engineering Division shall be paid at the same time as applicable site plan and other fees, and shall be:

Site Plan Review (Engineering)

1. \$1,000 0-1.99 Acres

- |    |         |              |
|----|---------|--------------|
| 2. | \$3,000 | 2.0-9.99     |
| 3. | \$5,000 | 10.0-49.99   |
| 4. | \$7,000 | 50.0 & Above |

The fees in this subsection G shall be calculated as a credit against the final Plan Review and Inspection Fee that is adopted by separate resolution and calculated and paid at the time construction is set to begin.

H. That the fees for an extension of time of the Village Board approval shall be 50% of initial fee.

I. That fees for master sign plan review for Planning and Zoning Commission hearings shall be Five Hundred Dollars (\$500.00), plus Two Hundred Fifty Dollars (\$250.00) for every different sign type included in the plan. A sign type is defined as signs which are similar in location, size, construction, design, placement, and other characteristics and which are subject to similar regulation.

Section 4: That where deemed necessary by the Village Manager, an independent consultant may be contacted at the expense and cost of the applicant. Said consultant may be in lieu of the applicant's consultant or in addition to such consultant. The estimated fee of such consultant shall be deposited prior to the commencement of any hearing date where the consultant's testimony is required and further it shall be required that such fees as shall reflect the actual compensation of the consultant shall be paid or on deposit before the Planning and Zoning Commission shall render a decision, or accept a withdrawal of request or petition on any matter pending before it.

Section 5: That the Planning and Zoning Commission may hold in addition to its regular meetings:

- A. "Village Special Meeting" under the following conditions:
  - 1. A Planning and Zoning Commission quorum is available.
  - 2. An additional meeting is necessary due to a backlog of items scheduled to appear on agendas in the opinion of the Village Manager after consultation with the Director of Development Services and the Planning and Zoning Commission Chairman.
- B. "Requested Special Meeting" under the following conditions:
  - 1. A Planning and Zoning Commission quorum is available.
  - 2. That Planning and Zoning Commission is not operating under a "Village Special Meeting" schedule.
  - 3. Authorization is given by the Village Board or a Village Board Committee.
  - 4. The cost of a "Requested Special Meeting" shall be borne by the applicant in addition to all other required fees. The cost of a "Requested Special Meeting" can be prorated among more than one (1) applicant. The cost for the Planning and Zoning Commission Special Meeting shall be the sum of Three Hundred Dollars (\$300.00).

Section 6: That pursuant to Section 2-2-3 of the Hoffman Estates Municipal Code, the Village Board may hold special meetings in addition to its regular meetings. Upon a request of a Special Meeting of the Village Board by an applicant, the cost of such meeting shall be borne by the applicant in addition to any other required fees. The cost of such Special Meeting can be prorated among more than one (1) applicant. The cost for such a Special Meeting shall be

Four Hundred Dollars (\$400.00).

Section 7: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2016

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Gayle Vandenberg	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk



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

**SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE**  
**BY: Peter Gugliotta, Director of Planning, Building and Code Enforcement** *PG*

**February 2016**

**PLANNING AND ZONING COMMISSION MEETINGS**

**January 20, 2016 Meeting**

- 1300 Higgins Road (former Marathon gas station) – Site plan for automotive repair use (**Denied**)

**February 3, 2016 Meeting**

- 2500 W. Golf Road (Former Plunkett Furniture) – Text Amendment & Special Use for Temporary Car Storage (**Approved**)
- Text Amendment to the Zoning Code regarding ground signs, freestanding signs and the calculation of the surface area of a sign (Village of Hoffman Estates) (**Approved**)

**February 17, 2016 Meeting**

- No Petitioners scheduled yet

**March 2, 2016 Meeting**

- Bergman Pointe Unit 2 – Final Plat of Subdivision

**CURRENT ACTIVE PROJECT REVIEWS**

- Trumpf, Central Road/H90 Business Park – Site plan for new office/industrial headquarters building
- Enclave Apartments Salem/Bode – Site Plan amendment for sidewalks
- 2360 Hassell Rd. Offices – Site Plan amendment for sidewalk changes
- Plum Farms, North side of Higgins Rd. at Old Sutton Rd. – Annexation, Amendments to Agreements, text amendments, zoning, concept site plan for mixed use development
- McDonald's, 2580 Golf Road – Site Plan Amendment for new drive through and Master Sign Plan
- Dunkin' Donuts/Baskin Robbins, Huntington Plaza – concept plan for new outlet
- 1300 Higgins Road (former Marathon gas station) – Site plan for auto repair use (remanded back by Village Board)

**POTENTIAL UPCOMING PROJECTS**

- Devonshire Woods Estates, Shoe Factory Road – Site plan for new homes on vacant lots
- Enclave Apartments Salem/Bode – Site Plan amendment for new clubhouse
- Beacon Point Residential Phase 2 – Site plan and subdivision for single family detached homes
- 1305 N. Barrington Rd. (Former Los Fernandez) – Site Plan amendment for new restaurant
- 2354 Hassell Road Offices – Site Plan amendment for new retail use
- Southeast corner Prairie Stone Parkway and Beverly Road – site plan for entertainment use
- 1745 N. Barrington (Former TGIFriday's) – site plan amendment for new restaurant
- Webster Dental, Glen Lake – site plan for expansion
- Hoffman Plaza – Site plan amendment for façade changes, new tenants, and other improvements
- Beverly Properties – Site plan for warehouse building
- Poplar Commons Shopping Center – site plan for building and site improvements
- Blackberry Falls II Offices/Barrington Square – Master Sign Plan amendment
- Stonegate Conference Center Hotel – Site Plan for new hotel
- Level 10, 2495 Pembroke – site plan amendment for parking lot expansion
- Firestone, 801 N. Barrington Rd. – Site plan for tire storage building
- The Delamore, Barrington Rd. between Bode & Golf – Site plan and rezoning for mixed use development



**GENERAL ACTIVITIES**

<b>Site Plan Review Process</b>	<b>This Month</b>		<b>This Quarter</b>		<b>Year to Date</b>	
Number of administrative site plan cases completed	2	100% completed	2	100% completed	2	67% completed
Number of PZC site plan cases completed	1	administratively	1	administratively	1	administratively
Annual goal is to complete at least 65% of site plan cases through administrative review process						

<b>Site Plan Review Timing</b>	<b>This Month</b>		<b>This Quarter</b>		<b>Year to Date</b>	
Number of cases processed within 105 days	3	100% completed	3	100% completed	3	100% completed
		within 105 days		within 105 days		within 105 days
Annual goal is to complete 100% of cases within 105 days						

<b>Coordinating Planning &amp; Code Efforts</b>	<b>This Month</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Number of staff coordination meetings held	4	4	4	48

<b>Economic Development Information Items</b>	<b>This Month</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Number of visithoffman.com listings updated	3	3	3	100% updated within 5 days
Average number of Village signs in rotation on electronic Tollway sign	3	3	3	100% of time at least 2 signs in rotation
New digital signs produced for Tollway sign	0	0	0	6

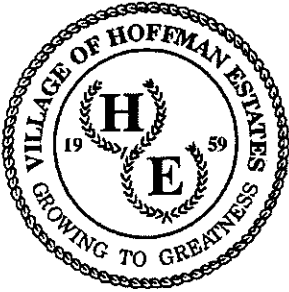
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

- Received \$246,395 from HUD for 2015-2016 CDBG entitlement allocation, which is approximately 2% less than the prior year.
- As required by CDBG rules, had a lead inspection conducted on the Children’s Advocacy Center building, which is the first step of rehab work that will be done to the facility throughout the program year.

This information is for the first quarter of the new program year which runs through September 30, 2016.

<b>CDBG Expenditures and Reporting Ratio</b>	<b>This Month</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Current Reporting Ratio</b>
	\$10,187.22	\$10,187.22	\$49,320.72	1.52
"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.				

<b>Housing Program Goals</b>	<b>This Month</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Rehabilitation Projects completed	0	0	0	5
Housing & related issues education pieces released	0	0	0	5



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

**SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE  
BY: Peter Gugliotta, Director of Planning, Building and Code Enforcement** *PG*

**February 2016**

**GENERAL ACTIVITIES**

- On January 12, 2016, Tim Meyer & John Cumpek attended a NWBOCA seminar on Fireplace Inspections Made Easier.
- On January 20, 2016, John Cumpek, John Shogren & Tony Knuth attended a Simpson Strong-Tie training workshop on Deck & Porch Framing in Elgin.
- On January 21, 2016, Jeff Mattes & Tim Meyer attended a SBOC seminar on Electric Back-up Generator Installation & Inspection in Lombard.
- On January 21 & 22, 2016, David Banaszynski attended the IEHA Board Retreat in Bloomington.
- On January 26, 2016, John Shogren attended the monthly IPIA plumbing inspectors meeting.

**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

- There are currently 2,074 rental properties registered.
- The rental program license renewal process began in December, with a deadline of January 15, 2016. Payments made after this date are subject to a late penalty and owners may also be subject to citations. Roughly 85% of the registered properties met the renewal deadline and staff is working to obtain compliance from the rest. Staff will be meeting internally to review ways the annual renewal process could possibly be changed to be more efficient.
- Coordination continues with Finance staff on collections work and with the building permit process.
- Staff continues to identify and pursue registration with rental owners who have not yet registered their properties.
- In February and March Code staff will be working with legal to implement new strategies for addressing long-term violators of the program. This will begin with a more substantial fine structure and detailed judgements being requested in the February court cycle.
- Staff recently performed a survey of single family detached rental housing fees and found that the Hoffman Estates fee of \$150 is consistent with other area communities. Condo and attached units were not summarized because each community uses a different formula to calculate the fee and they are difficult to compare. The results are provided below.

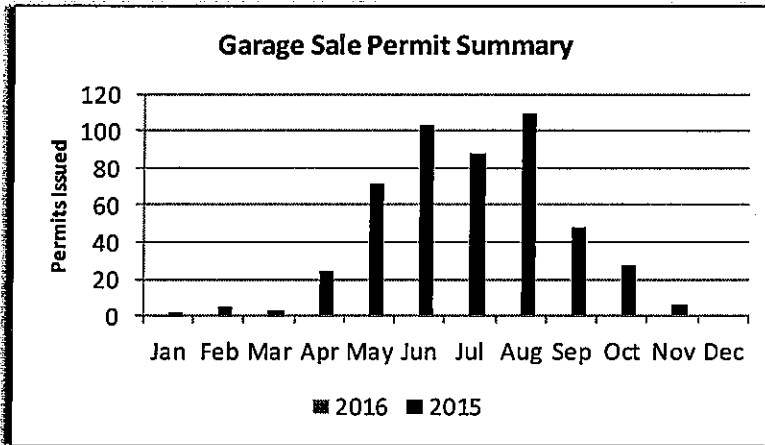
Community	Single Family Rental Fee
Glendale Heights	\$300
West Chicago	\$240
Palatine	\$150
Streamwood	\$150
Schaumburg	\$100
Carpentersville	\$100
Des Plaines	\$100

Community	Single Family Rental Fee
Elk Grove	\$100
Niles	\$80
Mt. Prospect	\$75
Buffalo Grove	\$75
Elgin	\$71
Rolling Meadows	\$50
Wheeling	\$50



**Garage Sales**

Year	2016	2015
Jan	1	2
Feb	0	5
Mar	0	3
Apr	0	25
May	0	72
Jun	0	103
Jul	0	88
Aug	0	109
Sep	0	48
Oct	0	28
Nov	0	6
Dec	0	1
<b>Total</b>	<b>1</b>	<b>490</b>

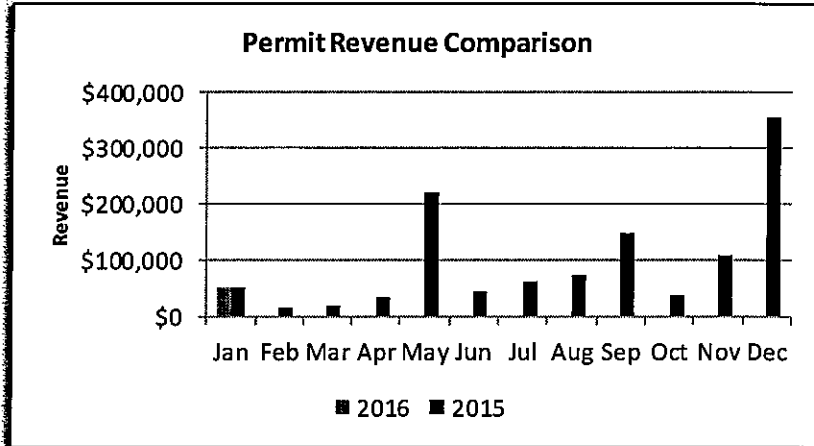


**2016 Building and Fire Permits Issued**

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2015 Total
<b>Building Permits</b>														
Commercial Remodeling	6	0	0	0	0	0	0	0	0	0	0	0	6	76
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	0	0	0	0	0	0	0	0	0	0	0	0	0	6
Driveways	0	0	0	0	0	0	0	0	0	0	0	0	0	303
Electrical	5	0	0	0	0	0	0	0	0	0	0	0	5	60
Fences	4	0	0	0	0	0	0	0	0	0	0	0	4	171
Mechanical	14	0	0	0	0	0	0	0	0	0	0	0	14	237
Miscellaneous Permits	25	0	0	0	0	0	0	0	0	0	0	0	25	466
Multi-Family Remodeling	6	0	0	0	0	0	0	0	0	0	0	0	6	58
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	11
Plumbing	15	0	0	0	0	0	0	0	0	0	0	0	15	261
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Residential Decks & Patios	3	0	0	0	0	0	0	0	0	0	0	0	3	157
Residential Garages	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Residential Remodeling	10	0	0	0	0	0	0	0	0	0	0	0	10	189
Residential Sheds	1	0	0	0	0	0	0	0	0	0	0	0	1	39
Roofs/Siding	7	0	0	0	0	0	0	0	0	0	0	0	7	738
Signs	2	0	0	0	0	0	0	0	0	0	0	0	2	104
New Single Family Residences	4	0	0	0	0	0	0	0	0	0	0	0	4	28
<b>Fire Permits</b>														
Automatic Fire Alarms	1	0	0	0	0	0	0	0	0	0	0	0	1	47
Fuel Storage Tanks	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hood & Duct	1	0	0	0	0	0	0	0	0	0	0	0	1	8
Automatic Sprinklers	8	0	0	0	0	0	0	0	0	0	0	0	8	56
Lock Boxes	3	0	0	0	0	0	0	0	0	0	0	0	3	11
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	11
<b>2016 Total</b>	<b>115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115</b>	
<b>2015 Total</b>	<b>94</b>	<b>90</b>	<b>132</b>	<b>286</b>	<b>309</b>	<b>345</b>	<b>365</b>	<b>348</b>	<b>303</b>	<b>350</b>	<b>234</b>	<b>188</b>		<b>3044</b>

**Permit Revenue**

Year	2016	2015
Jan	\$52,612	\$52,379
Feb	\$0	\$15,057
Mar	\$0	\$17,389
Apr	\$0	\$34,157
May	\$0	\$221,124
Jun	\$0	\$43,889
Jul	\$0	\$61,332
Aug	\$0	\$73,628
Sep	\$0	\$149,195
Oct	\$0	\$36,081
Nov	\$0	\$107,498
Dec	\$0	\$357,236
<b>Total</b>	<b>\$52,612</b>	<b>\$1,168,965</b>



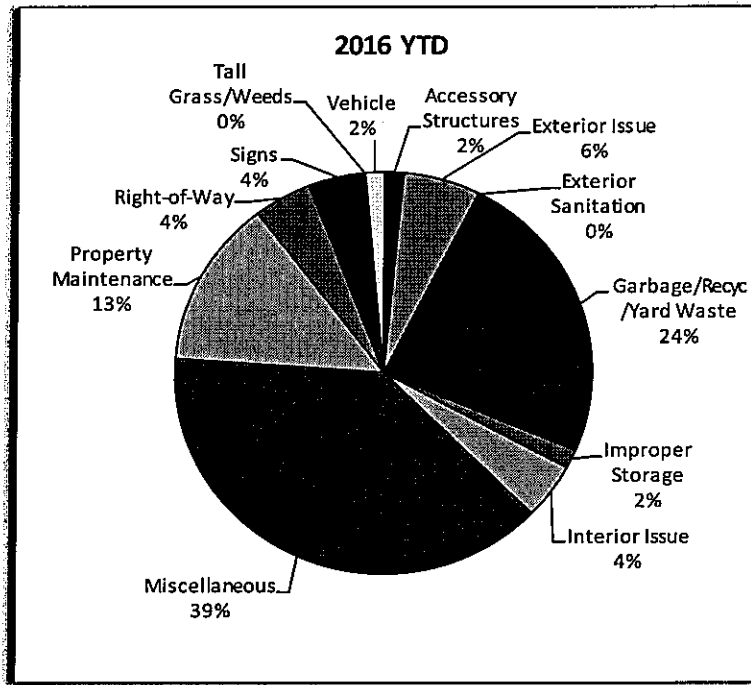
2016 Budget: \$600,000

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

Building Permit Processing Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	99%	99%	99%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	99%	99%	99%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	98%	98%	98%	90% within 48 hours

2016 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 YTD	2015 Total
Accessory Structures	1	0	0	0	0	0	0	0	0	0	0	0	1	31
Exterior Issue	4	0	0	0	0	0	0	0	0	0	0	0	4	55
Exterior Sanitation	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Garbage/Recyc/Yard Waste	16	0	0	0	0	0	0	0	0	0	0	0	16	131
Improper Storage	1	0	0	0	0	0	0	0	0	0	0	0	1	141
Interior Issue	3	0	0	0	0	0	0	0	0	0	0	0	3	23
Miscellaneous	26	0	0	0	0	0	0	0	0	0	0	0	26	627
Property Maintenance	9	0	0	0	0	0	0	0	0	0	0	0	9	129
Right-of-Way	3	0	0	0	0	0	0	0	0	0	0	0	3	54
Signs	3	0	0	0	0	0	0	0	0	0	0	0	3	40
Tall Grass/Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0	327
Vehicle	1	0	0	0	0	0	0	0	0	0	0	0	1	36
<b>2016 Total</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>67</b>	
<b>2015 Total</b>	<b>157</b>	<b>105</b>	<b>58</b>	<b>76</b>	<b>202</b>	<b>271</b>	<b>245</b>	<b>193</b>	<b>78</b>	<b>103</b>	<b>60</b>	<b>64</b>		<b>1612</b>



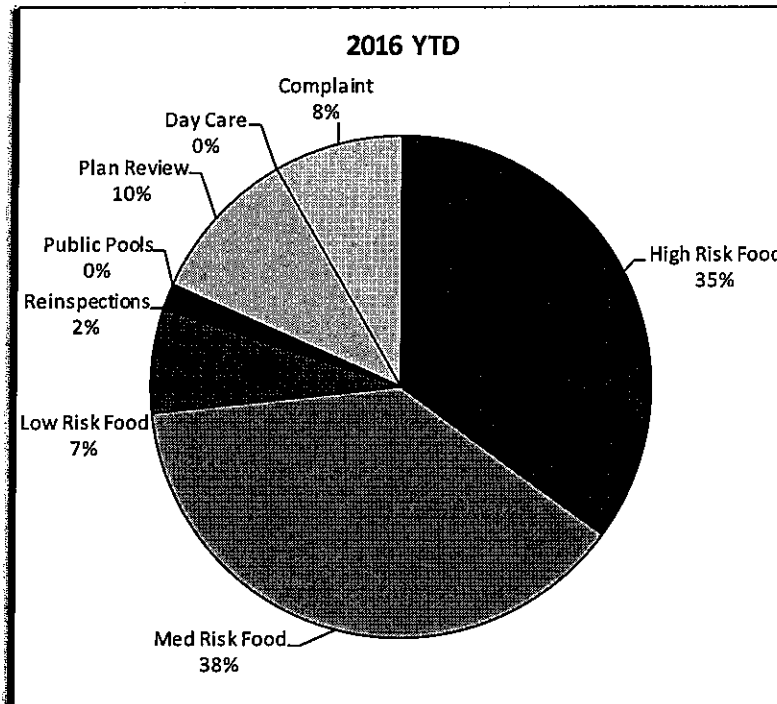
2016 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
220	0	0	0	0	0	0	0	0	0	0	0	220

Inspection Services Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	98%	98%	98%	95% within 24 hr. notice

2016 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	21	0	0	0	0	0	0	0	0	0	0	0	21
Med Risk Food	23	0	0	0	0	0	0	0	0	0	0	0	23
Low Risk Food	4	0	0	0	0	0	0	0	0	0	0	0	4
Reinspections	1	0	0	0	0	0	0	0	0	0	0	0	1
Public Pools	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review	6	0	0	0	0	0	0	0	0	0	0	0	6
Day Care	0	0	0	0	0	0	0	0	0	0	0	0	0
Complaint	5	0	0	0	0	0	0	0	0	0	0	0	5
<b>Total</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>

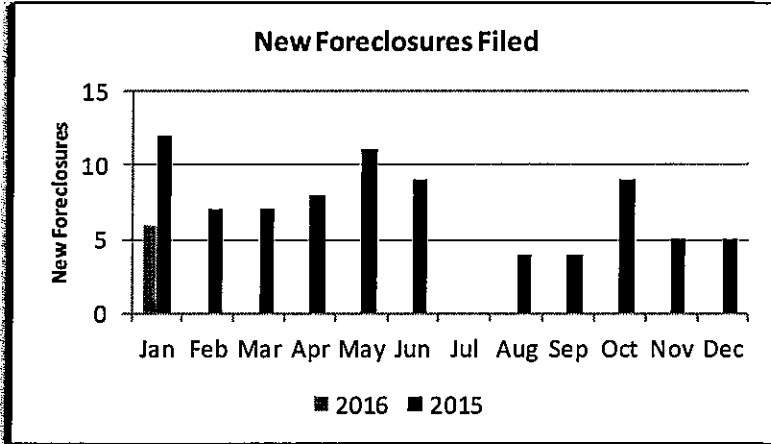


Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. There are approximately 265 facilities that require a total of approximately 470 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

Inspection Services Performance	This Month	This Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	10.2%	10.2%	10.2%	100% of total

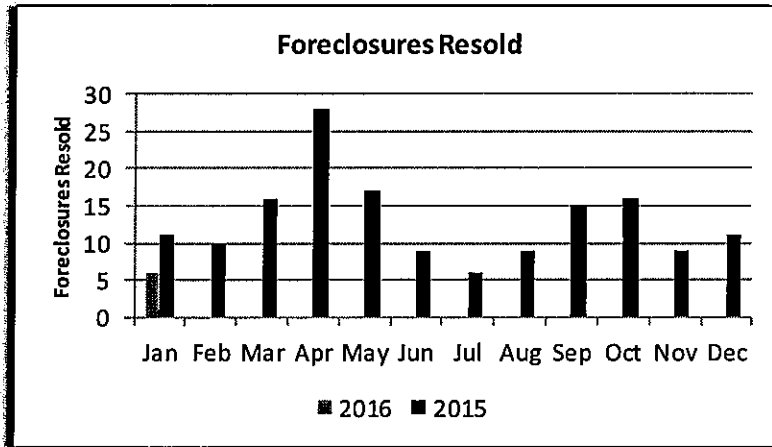
**New Foreclosures Filed**

Year	2016	2015
Jan	6	12
Feb	0	7
Mar	0	7
Apr	0	8
May	0	11
Jun	0	9
Jul	0	0
Aug	0	4
Sep	0	4
Oct	0	9
Nov	0	5
Dec	0	5
<b>Total</b>	<b>6</b>	<b>81</b>



**Foreclosures Resold**

Year	2016	2015
Jan	6	11
Feb	0	10
Mar	0	16
Apr	0	28
May	0	17
Jun	0	9
Jul	0	6
Aug	0	9
Sep	0	15
Oct	0	16
Nov	0	9
Dec	0	11
<b>Total</b>	<b>6</b>	<b>157</b>





# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT



## General

- Ongoing phone calls and emails with shopping center owners in town to receive updates on properties and assist in improving the properties.
- Wrote an article featuring a Hoffman Estates shopping center for the monthly Citizen newsletter.
- Updated the Village's available properties database through Location One Information System (LOIS). The properties are updated bi-weekly.
- Designed and developed ads for various online and print publications to promote Hoffman Estates.
- Met and followed up with several new business owners and developers looking for sites in Hoffman Estates. Their businesses included everything from hotels, restaurants, datacenters, auto dealers and vehicle storage.
- Continued discussions with the Plum Farms team to further their vision and development on the 168 acres at the northwest corner of Rt. 72 and Rt. 59.
- Worked with the Arts Commission to secure contracts for several spring and summer events such as the Summer Concert Series performers, the Speaker Series guest and the High Tea event.
- Worked with the Arts Commission to secure contracts for several spring and summer events such as the Summer Concert Series performers, the Speaker Series guest and the High Tea event.
- Attended the:
  - Monthly Arts Commission Meeting
  - Hoffman Estates Chamber's Annual Excellence Awards
  - Young Professionals Advisory Committee of IEDC Conference Call
  - Bi-monthly Chicagoland Restaurant Brokers Association Meeting
  - ILCMA Annual Financial Forecast Conference
  - Annual Chicago Real Estate Forecast Conference
  - Monthly Golden Corridor MakerSpace Starring Committee Meeting
  - Quarterly GCAMP Marketing Committee Meeting
  - Conference Call Announcing the New ILBEDC for the State of Illinois.
- Quarterly Division Statistics (4<sup>th</sup> Quarter, 2015):
  - Retail Shopping Center Vacancy Rate: 13.9%
  - Office Building Vacancy Rate: 19.99%

## Office/Industrial

- The remaining Plote land (area between I-90, Rt. 72 and Beverly Rd) has officially gone on the market as they've hired NAI Hiffman and the AT&T building is now on the market as well as they've hired JLL.
- Staff attended the GCAMP-sponsored Golden Corridor Maker Space monthly steering committee meeting to discuss the future of the group and best ways to structure the organization. Once that is in place we also look for ways to promote making and gain potential members. Ideally, this group will run on its own without the assistance of any municipality. Also chaired a meeting of the GCAMP Marketing committee to discuss ways in which to further promote the vision and good works of the organization.

## Retail

- Continued working with the planning committee for the upcoming ICSC Idea Exchange show in March 2016. Began preparations for ICSC RECon in May 2016 with exhibitor booth reservations.
- Worked with a shopping center owner to bring a hardware store back to town. Staff met with the owner and members of Ace Hardware to discuss the possibility of opening an Ace in Hoffman Estates again and a possible store layout.
- Continued talks with Sterling Organization regarding potential redevelopment options for Hoffman Plaza within the TIF district and discussed the possibility of developing 75-85 Golf Road.

## Tourism

### HOFFMAN ESTATES HOTELS - ANNUAL PLAN CREATION - 2016

- Met with the Hoffman Estates hotel sales leaders to provide information and statistics for the annual plans each property creates for their ownership/management companies. These plans lay out a road map for driving rate and increasing production by reaching beyond our borders for additional corporate, social, and sports market business that we can draw from communities that have no hotels.

### CELTIC FEST - MARCH 19, 2016 - SEARS CENTRE ARENA

- Cultivating opportunities for Hoffman Estates businesses to participate by providing a "Celtic" themed activity or becoming a vendor by selling "Celtic" themed items. Verizon Retail Store-Celtic face painting, Sugar Jones-selling cupcakes with Celtic flavors, Heroic Fitness-strength demos, Poplar Creek Dental-distributing green toothbrushes (Irish eyes and teeth are smiling), etc.

### IL HIGH SCHOOL ASSOCIATION (IHSA)

- Solicited this association to allow Village hotels to be host to their athletes playing events at Hoffman Estates High School. The group currently works only with MEET Chicago Northwest and uses hotels in Schaumburg.

### CHICAGO BULLS D-LEAGUE - SEARS CENTRE ARENA

- Provided additional listings with contacts for regional not-for-profits and School Districts that would appreciate a relationship with this emerging league. Team plans to partner with organizations with a regional scope and audience to grow awareness and boost ticket sales through themed events during games.

## **Tourism (Cont.)**

### **ITOA TACTICAL TRAINING SYMPOSIUM - 10/8-10/13/16 - THE STONEGATE**

- This lead was provided by Asst. Police Chief Greg Poulos. Event had been taking place in Oakbrook for the past 28 years.
- Approximately 600 officers participated in this annual symposium, with 360 room nights expected and 250 trackable room nights documented at last year's event. To host, we needed a location that could accommodate 150 trade show booths and meeting/meal functions for 600. Toured event organizers through Sears Centre Arena, Cabela's second level, Chicago Marriott NW, The Stonegate, and all Hoffman Estates hotels. Highly desired stay pattern with weekend arrival.

Saturday, October 8: Set up - ITOA staff.

Sunday, October 9: Vendor set-up. Registration opens at 11am. Incident debriefs 1pm-5pm. Vendor appreciation 5pm-8pm. Hospitality 8pm-11pm.

Monday, October 10: Opening ceremony 9am. Headline speakers 10am-4pm. Vendor show 10am-6pm. Banquet 6pm-9pm.

Tuesday-Thursday, October 11-13: Training tracks 9am-5pm.

Typically we are unable to capture this type of event as the Chicago Marriott NW is too small to host a trade show and large scale meals/meetings. The Stonegate is typically rejected as associations/corporations prefer to book a full service hotel property that has large scale space and attached guest rooms. Because of the excellent advance information Greg provided, we were able to knowledgeable tour event organizers, show them a new approach to their event utilizing the Stonegate, and bringing their room rate in under budget with a rebate included that would offset the complimentary services they had developed over the 28 years they were in Oakbrook. The event has contracted with the Stonegate and every hotel in the Village. Event organizers are hopeful that a new location, lower room rates, and invigorated event will draw even more attendees.

### **MEETINGS/ACTIVITIES**

- Sears Centre Arena - Provided detailed listings/contacts to arena staff for their current Suite promotions.
- Celtic Fest - Follow-up calls and emails to all vendors, activity providers, and clans that participated last year.
- Chicago Cougars - Assisted team to gather prizes for raffles to benefit their "Charity Games" on January 31,
- Hoffman Estates Senior Commission- Met to discuss activities for 2016 and provide sponsorship suggestions.
- Sugar Jones - Attended ribbon cutting.
- Salvation Army - Attended ribbon cutting dedication ceremony.

**MEETINGS/ACTIVITIES**

- Chamber of Commerce - Attended Chamber Celebration of Excellence event,
- Verizon Wireless - Effective marketing strategies that are free or low cost through participation in Village events, etc.
- US Foods - Met to discuss their involvement in Fitness for America as a corporate sponsor.



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Kevin Kramer, Director of Economic Development



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Linda Scheck, Director of Tourism & Business Retention