



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

April 11, 2011

**I. Roll Call**

**Members in Attendance:**

**Gary Stanton, Vice-Chairperson  
Trustee Ray Kincaid**

**Other Corporate Authorities  
in Attendance:**

**Trustee Karen Mills  
Trustee Jacquelyn Green  
Trustee Anna Newell  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services  
Peter Gugliotta, Director of Planning  
Patrick Seger, Human Resource Mgmt. Dir.  
Mike Hankey, Director of Transportation  
Bruce Anderson, CATV Coordinator  
Gary Skoog, EDA Coordinator  
Ben Gibbs, Sears Centre Arena  
Sarah Kuechler, Administrative Intern**

**Others in Attendance:**

**Chicago Tribune**

The Planning, Building & Zoning Committee meeting was called to order at 7:46 p.m.

**II. Approval of Minutes**

Motion by Trustee Mills, seconded by Trustee Green, to approve the Planning, Building & Zoning Committee meeting minutes of March 14, 2011. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request by SKW Capital Management for a courtesy review for a Chase Bank to be located on the site of the current Myoda building at 1070 Roselle Road.**

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

Sidney Weiner, with SKW Capital Management, addressed the Committee and presented a review for a proposed Chase Bank to be located on the site at 1070 Roselle Road. He indicated that they would tear down the Myoda building, and redevelop the site with a 4,200 square foot freestanding bank building with four drive-thru lanes. SKW Capital Management would not request TIF funds for this redevelopment project and would also be willing to pay a "fee in lieu" to the Village.

Tim Mezik, architect, discussed the proposed design of the new Chase Bank building and stated that it would be a one-story building that would help the appearance and viability of the Golf Center Shopping Center overall. The bank would provide 42 parking spaces and access is proposed off the existing interior shopping center entrance drive.

Cheryl Levin, Chase Bank, reported that Chase desires to construct a bank for better service to the community. Construction of this facility would begin as soon as is possible, after special use and Plan Commission hearings.

**2. Request by Dino Alex for approval of a Redevelopment Agreement providing TIF funding for the redevelopment at the southeast corner of Roselle and Golf Roads in an amount of \$150,000.**

An item summary from Mark Koplin and Gary Skoog was presented to Committee.

Gary Skoog addressed the Committee and stated that although the memo in the packet indicates that the owner must provide evidence of incurring expenses of at least \$900,000 in redevelopment costs before reimbursement in an amount not to exceed \$150,000, the Redevelopment Agreement indicates \$1,000,000 in expenses before reimbursement. There was discussion regarding this issue and it was decided to send this item to the Village Board with no recommendation in order to clear up this issue.

Motion by Mayor McLeod, seconded by Trustee Mills, to send this item to the Village Board with no recommendation. Voice vote taken. All ayes. Motion carried.

**3. Request approval of a temporary construction easement and a permanent traffic signal easement with Golf Center Shopping Center to allow installation of a traffic signal at the shopping center entrance from Roselle Road.**

An item summary from Mark Koplin was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve temporary construction easement and a permanent traffic signal easement with Golf Center Shopping Center to allow installation of a traffic signal at the shopping center entrance from Roselle Road. Voice vote taken. All ayes. Motion carried.

**4. Request by St. Alexius Medical Center for approval of a Development Agreement regarding the platting requirements for the hospital campus properties at 1555 N. Barrington Road.**

An item summary from Peter Gugliotta was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve request by St. Alexius Medical Center for approval of a Development Agreement regarding the platting requirements for the hospital campus properties at 1555 N. Barrington Road. Voice vote taken. All ayes. Motion carried.

**5. Request approval by Alexian Brothers Behavioral Health Hospital for a plat of easement for the existing watermain on the property at 1650 Moon Lake Boulevard.**

An item summary from Peter Gugliotta was presented to Committee.

Motion by Trustee Green, seconded by Trustee Mills, to approve request by Alexian Brothers Behavioral Health Hospital for a plat of easement for the existing watermain on the property at 1650 Moon Lake Boulevard. Voice vote taken. All ayes. Motion carried.

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

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

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

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

**8. 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 Mills, seconded by Trustee Newell, 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**

1. Request approval of amendments to the Municipal Code to combine the functions of the Plan Commission and Zoning Board of Appeals.
2. Discussion regarding approval procedures and policy for cellular antenna requests (May).

**VI. Adjournment**

Motion by Mayor McLeod, seconded by Trustee Green, to adjourn the meeting at 8:31 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

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

April 25, 2011

**I. Roll Call**

**Members in Attendance:**

**Gary Pilafas, Chairperson  
Gary Stanton, Vice-Chairperson  
Trustee Ray Kincaid**

**Other Corporate Authorities  
in Attendance:**

**Trustee Karen Mills  
Trustee Jacquelyn Green  
Trustee Anna Newell  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Peter Gugliotta, Director of Planning  
Gary Salavitch, Director of Engineering  
Mike Hish, Police Chief  
Bob Gorvett, Fire Chief  
Gordon Eaken, IS Director  
Algean Garner, Director of H&HS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Assistant Finance Director  
Bruce Anderson, Cable TV Coordinator  
Bev Romanoff, Village Clerk  
Sarah Kuechler, Administrative Intern  
Dave Christensen, Emergency Mgt. Coord.  
Ben Gibbs, GM of the Sears Centre Arena**

The Planning, Building & Zoning Committee meeting was called to order at 7:49 p.m.

**NEW BUSINESS**

- 1. Request approval of amendments to the Municipal Code to combine the functions of the Plan Commission and Zoning Board of Appeals.**

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

Mr. Gugliotta highlighted the changes to the municipal code and noted that changing the municipal code would require additional resolutions to be passed.

Trustee Mills asked if a single commission could handle an increased volume of requests and Mr. Gugliotta explained that one commission could handle the increased volume due to a reduction in redundancy between the two commissions. Mr. Gugliotta also shared research that was conducted regarding how other Villages manage Planning and Zoning responsibilities. Trustee Mills explained her concern that larger municipalities did not seem to have combined the two functions and Mr. Gugliotta noted that Naperville had just revised their process.

Trustee Mills asked for an explanation as to how smaller projects would be handled. Mr. Gugliotta explained possible solutions that included administrative reviews and approvals. Trustee Mills and Mr. Gugliotta also discussed how smaller projects might be handled if the projects were handled by a single commission compared to two separate commissions.

Trustee Stanton asked about the fee structures and Mr. Gugliotta explained how the fee structures worked. Trustee Stanton made suggestions regarding meeting times to accommodate combining commissions.

Trustee Kincaid explained his concerns about combining the commissions and asked for clarification on a recent court ruling regarding special combined commission meetings. Mr. Gugliotta explained the court ruling.

Trustee Kincaid and Mr. Gugliotta discussed the amount of staff and volunteer attention given to smaller residential projects compared to larger commercial projects. Trustee Kincaid and Mr. Norris discussed quantifying the potential cost and time savings that would result from a combined commission. Mr. Norris also explained additional benefits of combining the commissions from the perspective of residents and businesses.

Trustee Kincaid asked for clarification regarding the administrative variance process and Mr. Gugliotta explained that the administrative variance process was not up for approval at this time and that it was an option that could be considered in the future. Trustee Pilafas, Trustee Mills and Mr. Norris discussed that the concepts proposed in the memo would be considered only if the Village Board voted to combine the commissions. Mr. Norris also clarified that the Board was voting to combine the commission, but not to make any other changes to municipal code.

Trustee Kincaid, Trustee Pilafas and Mr. Norris discussed the timeline for implementing any additional changes that might result from combining the Plan Commission and the Zoning Board of Appeals.

Mayor McLeod clarified that the initial action taken by the Village Board would be to possibly combine the responsibilities of both Commissions and then later consider eliminating some responsibilities.

Mr. Norris explained how the combined commissions would be friendlier for the residents.

Trustee Mills shared that the benefit to the residents was what stood out to her. Trustee Mills also explained her concerns about the speed of the timeline. Mr. Norris and Trustee Mills discussed which items would have to be addressed immediately and which items could be dealt with later.

Trustee Kincaid shared his opinion that he believed that there was still a need for a separate Plan Commission and Zoning Board of Appeals. Trustee Kincaid, Mr. Gugliotta and Mr. Norris discussed Plainfield's and Arlington Heights' commission structures.

Mayor McLeod discussed the similarities between the Plainfield commission structure and the Cook County Board and Cook County Forest Preserve. Mayor McLeod and Mr. Janura discussed the challenges of having two separate commissions that hear the cases simultaneously.

Mr. Bill Weaver, Chairperson of the Zoning Board of Appeals, shared his concerns about combining the commissions. Mr. Weaver suggested creating a third commission to deal with combined hearings.

Trustee Pilafas shared his opinion regarding combining the two commissions.

Motion by Mayor McLeod, seconded by Trustee Green, to approve amendments to the Municipal Code to combine the functions of the Plan Commission and Zoning Board of Appeals. Voice vote taken. Trustee Kincaid voted nay. Motion carried.

## **II. Adjournment**

Motion by Trustee Green, seconded by Trustee Newell, to adjourn the meeting at 8:29 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Emily Kerous, Director of Operations  
Office of the Mayor & the Board

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Date



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of adopting the 2009 International Codes and amendments in the Hoffman Estates Municipal Code Chapter 11 (Building Regulations)

**MEETING DATE:** May 9, 2011

**COMMITTEE:** Planning, Building and Zoning

**FROM:**   
Don Plass/Robert Gorvett

**REQUEST:** Request approval of adopting the 2009 International Codes and amendments in the Hoffman Estates Municipal Code Chapter 11 (Building Regulations).

**BACKGROUND:** This request by the Code Enforcement Division and Fire Administration includes recommending the adoption of the 2009 International Codes (latest available edition), the 2011 National Electrical Code (NEC), the Illinois Food Sanitation Code, along with additions, insertions, and changes to the adopted codes.

The proposed codes include:

- ◆ International Building Code/2009.
- ◆ International Plumbing Code/2009.
- ◆ International Mechanical Code/2009.
- ◆ International Fire Code/2009.
- ◆ International Property Maintenance Code/2009.
- ◆ International Residential Code/2009.
- ◆ International Energy Conservation Code/Current Edition required by Public Act 96-0778.
- ◆ National Electrical Code/2011.
- ◆ International Fuel Gas Code/2009.
- ◆ International Urban-Wildland Interface Code/2009.
- ◆ Illinois Plumbing Code/2004/Illinois Administrative Code TITLE 77 PART 890.
- ◆ Illinois Accessibility Code/1997/Illinois Administrative Code TITLE 71 PART 400.
- ◆ Illinois Food Sanitation Code/2008/Illinois Administrative Code TITLE 77 PART 750.
- ◆ Illinois Elevator Safety and Regulation Act/2010/Illinois Administrative Code TITLE 41 PART 1000.

**BACKGROUND:** (Continued)

These codes will replace:

- ◆ International Building Code/2003.
- ◆ International Plumbing Code/2003.
- ◆ International Mechanical Code/2003.
- ◆ International Fire Code/2003.
- ◆ International Property Maintenance Code/2003.
- ◆ International Residential Code/2003.
- ◆ International Energy Conservation Code/2003.
- ◆ National Electrical Code/2005.
- ◆ International Fuel Gas Code/2003.
- ◆ International Urban-Wildland Interface Code/2003.

The Village adopted its first building codes by ordinance in April 1961, in order to establish acceptable requirements necessary for protecting the public health, safety, and welfare in the built environment. Through the last five decades, the Village has periodically adopted updated editions of national model codes and standards. A model code is a written set of regulations that provides the means for exercising reasonable control over construction and is available for adoption by municipalities, counties, states, or countries, with such changes as may be desirable or legal for local needs. The International Family of Codes were first published in 2000 by the International Code Council (ICC). The Village adopted the 2003 edition of the International Codes in 2005. Previously, the Village had adopted editions of the BOCA Code.

Every three years, the national model codes are revised through the International Code Council public hearing process and are updated on continuing cycles. Due to the cost of materials, books, and new training, most municipalities adopt new editions every other cycle. For instance, the Village had adopted the 2003 editions of the International Codes and we are requesting the 2009 editions for current adoption. The cost of just the code books for the 2009 edition, not including training, was over \$3,000.

The International "family of codes" are written to be consistent with each and all disciplines. For instance, it is very easy to cross reference from the International Mechanical Code (IMC) to the International Residential Code (IRC) or any other International Code.

To provide for public comment on the proposed code adoption and additions, insertions, and changes to the proposed code adoption, the Code Enforcement Division and the Fire Administration conducted an "open house" on April 25, 2011, for design professionals, contractors, major businesses, and multi-family licensees, to obtain input and discuss any questions they may have on the proposed codes and amendments to the codes.

The Illinois Capital Development Board, Division of Building Codes and Regulations (BC&R) requires any changes to building ordinances shall be submitted to the BC&R within 30 days after adoption. If the proposed codes are adopted, the Director of Code Enforcement will provide the new information to the BC&R within the required time period.

**DISCUSSION:**

A very extensive comparison of the 2009 International Codes to the currently adopted 2003 International Codes provided the Code Enforcement Division and the Fire Administration with an excellent overview of the proposed codes and an understanding that staff would be enforcing a familiar code. In anticipation of the proposed adoption of the 2009 International Codes, the team members from Code Enforcement and Fire Administration have been attending seminars related to the 2009 codes. All of the inspection team, plan reviewer, and the Division Director have been certified by ICC in many disciplines.

The ICC allows local jurisdictions to adopt amendments to national codes. The Village adopted various amendments to each of the previously adopted codes in the Village. Once again, staff recommends amendments (see attachments) and has highlighted several of the more important amendments as described below:

**Section 11-1-1-C (Workmanship)**

*Amendment:* All work shall be conducted, installed, and completed in a professional and workmanlike manner consistent with current construction practices so as to secure the results intended by this code.

*Explanation:* This provision was previously an amendment only in the Residential Code Section, but has been used so successfully in resolving problems with residential construction that we would like to expand its application to commercial construction.

**Section 11-2-1-A-1 (Issuance of Building Permits)**

*Amendment:* The Director of Code Enforcement may refuse to issue a building permit if there is an outstanding sum of money due the Village from the property owner(s).

*Explanation:* This refusal would not be invoked for any installation/correction of life safety issues, but would require the property owner to pay any monies owed the Village prior to obtaining a building permit (i.e. patio, driveway, addition). This would include citation, fines, garbage bills, and water bills. The Division has checked with other municipalities and this is used quite effectively by several, including Arlington Heights, Libertyville, and Carol Stream.

**Section 11-2-1-B-5 (Drainage Systems)**

*Amendment:* A deletion of the subsection indicating the use of Polyvinyl Chloride (PVC) may only be used for residential above ground installations.

**DISCUSSION:** (Continued)

*Explanation:* This deletion allows PVC piping material to be used above ground in residential and commercial installations. Cast iron piping would still be required for all residential and commercial underground building piping and drains.

The Division has checked with several surrounding communities and has confirmed that Schaumburg, Arlington Heights, Streamwood, Bartlett, Hanover Park, and Palatine all allow PVC piping to be installed in commercial installations drain/waste and vent piping.

**Section 11-2-1-C-19 (Emergency and Standby Power Systems)**

*Amendment:* Emergency lighting shall be provided to the entire means of egress so that in the event of a power failure there is no occupiable area of the building that is left in total darkness.

*Explanation:* While this seems like a common sense idea, neither the Building, Fire, or Electrical Codes address this situation. The Code Enforcement Division plans to submit this amendment to the ICC as a Code Change for inclusion in the 2015 International Building Code.

**Section 11-2-1-D-11 (Overcrowding)**

*Amendment:* Staff proposes to delete the 2009 International Property Maintenance Code (IPMC) Section on "Overcrowding".

*Explanation:* This Section defines Overcrowding as: "in the opinion of the code official". Staff recommends deletion of the section and replacement with the 2003 IPMC **Table for Minimum Area Requirements**, which staff uses currently. This Table provides Objective numbers and not opinions.

The Code Enforcement Division and Fire Administration recommend adoption of the International Family of Code, with amendments, as attached.

**RECOMMENDATION:**

Request approval of adopting the 2009 International Codes and amendments in the Hoffman Estates Municipal Code Chapter 11 (Building Regulations).

Attachment



## ARTICLE 1. RULES ADOPTED BY REFERENCE

### Sec. 11-1-1. Adoption of Building Code.

A. The following Codes are hereby adopted as the Building Code for the Village of Hoffman Estates in the State of Illinois: for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said referenced codes are hereby referred to, adopted and made a part hereof as if fully set out in this Code, with the additions, insertions, deletions and changes prescribed in Section 11-1-2 of this Code.

This code contains basic minimum provisions considered necessary to provide protection to life, health, safety and the public welfare. It is not intended to produce quality installations but only installations essentially free from hazards.

1. International Building Code/2009
2. International Plumbing Code/2009
3. International Mechanical Code/2009
4. International Fire Code/2009
5. International Property Maintenance Code/2009
6. International Residential Code/2009
7. National Electrical Code/2011
8. International Fuel Gas Code/2009
9. International Urban-Wildland Interface Code/2009
10. International Energy Conservation Code/ IL Administrative Code TITLE 71 PART 600
11. Illinois Plumbing Code/ Illinois Administrative Code TITLE 77 PART 890
12. Illinois Accessibility Code/ Illinois Administrative Code TITLE 71 PART 400
13. Illinois Food Sanitation Code/ Illinois Administrative Code TITLE 77 PART 750
14. Illinois Elevator Safety and Regulation Act/ IL Administrative Code TITLE 41 PART 1000

B. All references to the "International Existing Building Code" shall mean "International Building Code". All references to the words "ICC Electrical Code" shall mean "National Electrical Code". All references to the "International Plumbing Code" shall mean "State of Illinois Plumbing Code 2004".

C. WORKMANSHIP. All work shall be conducted, installed and completed in a professional and workmanlike manner consistent with current construction practices so as to secure the results intended by this code.

### Sec. 11-1-2. Additions, insertions and changes.

#### Building Code

A. The following sections of the International Building Code/2009 are hereby revised as follows:

#### 1. SECTION 101 - GENERAL

101.1 Title. Insert [Village of Hoffman Estates] at name of jurisdiction.



**2. SECTION 103 – Title shall be amended to read: DEPARTMENT OF DEVELOPMENT SERVICES - DIVISION OF CODE ENFORCEMENT.**

**103.1 Creation of an enforcement agency.** Shall be added to read: All references to the Department of Building Safety shall mean the Department of Development Services, Division of Code Enforcement. All references to the words "building official" or "code official" shall mean Director of Code Enforcement for the Village of Hoffman Estates.

**3. SECTION 105 – PERMITS**

**105.2 Work exempt from permit.**

Under the heading "Building" delete 1 through 6 and 12.

**105.7 Placement of permit.** Shall be added to read: The permit notice shall be posted to be visible from the street and must remain until the completion of the project. The permit shall not be used for or displayed at any other building.

**4. SECTION 113 - BOARD OF APPEALS** Delete entire section.

**5. SECTION 114 - VIOLATIONS**

**114.5 Issuance of Building Permits.** Shall be added to read: The Director of Code Enforcement may refuse to issue a building permit if there is an outstanding sum of money due the Village from the property owner(s).

**6. SECTION 115 - STOP WORK ORDER**

**115.3 Unlawful continuance.** Shall be deleted and amended to read: Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to the fines and penalties under Section 11-11-1 of the Hoffman Estates Municipal Code. Each day that a violation continues shall be deemed a separate offense.

**7. SECTION 903 - AUTOMATIC SPRINKLER SYSTEMS**

Note: The use of the symbol [ ] shall denote the reference to an individual code listed in Section 11-1-1-A above. As an example, [F] shall denote reference to the International Fire Code. Such references are utilized in the International Building Code.

**[F]903.2 Where required.** Shall be deleted and amended to read: An approved automatic sprinkler systems shall be installed in all new buildings, structures and occupancies that exceed 1,000 square feet.

**[F]903.2.1.1 Sprinkler controls.** All sprinkler control valves, in all Use Groups including residential structures, shall remain open at all times. When a leak is detected it shall be corrected as soon as reasonably possible.

**[F] 903.2.2.1. Group A-1. through 903.2.10.1 Commercial parking garages.** Shall be deleted in their entirety.

**[F] 903.2.13 Existing Occupancies.** Existing occupancies shall conform to the requirements of the building code in effect at the time it was constructed, reconstructed or remodeled, until such time as any of the following occur:



1. When an existing building undergoes an alteration, renovation, addition or repair in an amount equal to more than 35% of its existing value based upon an independent appraisal of a mutually agreed upon M.A.I. certified appraiser.

**Exceptions:** 1. Use Group R-3  
2. Use Group R-4

2. A residential or business condominium conversion occurs.

**[F] 903.2.13.1 Mandatory retrofit.** All existing occupancies that do not have automatic sprinkler systems installed in accordance with Section 903 of the building code shall retrofit the occupancy with a fire suppression system no later than December 31, 2013, except for Use Groups R-4, R-3, R-2 and Use Group A-4 and ancillary A, B, and S uses to Use Group R-2.

**[F] 903.3.5.1.1 Limited area sprinkler systems.** Replace "twenty (20) sprinklers" with "five (5) sprinklers".

**[F] 903.4 Sprinkler system supervision and alarms.**

**Exception 2,** replace "twenty (20) sprinklers" with "five (5) sprinklers".

**[F] 903.4.1 Monitoring.** Paragraph 1 shall be deleted and amended to read: Alarm, supervisory and trouble signals shall be distinctly different and automatically transmitted to the Hoffman Estates Designated Alarm Dispatch Center (HEDADC), utilizing a wireless alarm signal. The Village shall provide the equipment for the transmission of the signal. All appropriate and reasonable fees for the leasing of the equipment and the monitoring of the signal shall be paid to the Village.

**[F] 903.4.2 Alarms.** Replace "audible" with "audio/visual".

**[F] 903.7 Flexible arm sprinkler assemblies.** Shall be added to read: Flexible arm sprinkler assemblies shall not be permitted.

**[F] 903.8 Sprinkler/ standpipe piping.** The minimum thickness of all metallic sprinkler piping, other than copper piping, shall be no less than Schedule 10.

## **9. SECTION 904 - ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS**

**[F] 904.3.5 Monitoring.** Shall be added to read: All required fire suppression systems shall be supervised by the building fire alarm system. The building fire alarm system shall have a direct connection to the HEDADC, utilizing a wireless alarm signal. The Village shall provide the equipment for the transmission of the signal. All appropriate and reasonable fees for the leasing of the equipment and the monitoring of the signal shall be paid to the Village.

## **10. SECTION 905 - STANDPIPE SYSTEMS**

**[F] 905.1.1 Dry standpipe testing.** Shall be added to read: All existing dry standpipes for open parking garages that are utilized by Fire Department apparatus shall be hydrostatically tested at 130 psi for two (2) hours, and witnessed by the fire code official at a biennial schedule.

**905.3.1 Building height.** Replace "thirty feet (30')" with "eighteen feet (18)".

**Exception 2** replace "one hundred fifty feet (150') with "thirty feet (30)".

**Exception 3** shall be deleted and amended to read: Class I manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures.

**[F] 905.5 Location of Class II standpipe hose connections.** Shall be deleted and amended to read: **Class II Standpipes are prohibited.**

**905.11 Fire Equipment Box System (FEBS).** Shall be added to read:

An approved Fire Equipment Box System (FEBS) shall be provided in all buildings in which a floor level exists more than twenty-five feet (25') above the lowest level of Fire Department vehicle access, or in which there exists a floor level more than twenty-five feet (25') below the highest level of Fire Department vehicle access.

## **11. SECTION 907 - FIRE ALARM AND DETECTION SYSTEMS**

**[F] 907.1.2.1 Fire alarm panel replacement.** Shall be added to read:

Any fire alarm panel replacement, or substantial alterations to more than fifty percent (50%) of the fire alarm system, shall require the fire alarm system to be brought into compliance with current standards.

**[F] 907.1.3 Monitoring.** Shall be added to read: Alarm, supervisory, and trouble signals shall be distinctly different and automatically transmitted to the Hoffman Estates Designated Alarm Dispatch Center (HEDADC) utilizing a wireless alarm signal. The Village shall provide the equipment for the transmission of the signal. All appropriate and reasonable fees for the leasing of the equipment and the monitoring of the signal shall be paid to the Village.

**[F] 907.2.1 Group A.** Replace the words "an occupant load of three hundred (300) or more" with "an occupant load of fifty (50) or more". Delete Exception.

**[F] 907.2.2 Group B.** Delete Exception.

**[F] 907.2.4 Group F.** Delete Exception.

**[F] 907.2.6.1 Group I-2.** Delete Exceptions.

**[F] 907.2.6.2.3 Smoke detectors.** Delete Exceptions 1 and 2.

**[F] 907.2.7 Group M.** Delete Exception.

**[F] 907.2.8.1 Manual fire alarm system.** Delete Exceptions.

## **12. SECTION 912 - FIRE DEPARTMENT CONNECTIONS**

**[F] 912.2.1.1 Distance to public utilities.** Shall be added to read: Fire Department Connections (FDC) shall not be installed within fifteen feet (15') of any above ground public utilities.



### **13. SECTION 3001 - GENERAL**

**3001.2 Referenced standards.** Shall be **added** to read: Except as otherwise provided in this code, the construction, alteration, maintenance, operation, inspection and testing of elevators, dumbwaiters, moving walks, escalators, manlifts and special hoisting and conveying equipment shall conform to the applicable provisions of **the State of Illinois Office of the State Fire Marshal Elevator safety Act (96-054).**

### **14. SECTION 3002 - HOISTWAY ENCLOSURES**

**3002.4 Elevator car to accommodate ambulance stretcher.** Shall be added to read: The symbol shall not be less than three inches (3") x three inches (3") high and wide and shall be placed inside on both sides of the main lobby hoistway door frame. Cab size shall be a minimum five foot (5') x seven foot (7') platform and minimum 2500 lb. capacity with a forty-two-inch (42") side slide door. The interior rail required by the Illinois Accessibility Code (IAC) shall be located so that the top of the rail is no more than thirty-six inches (36") above the platform floor.

### **15. [F] SECTION 3003 - EMERGENCY OPERATIONS**

**3003.2 Firefighters' emergency operation.** Shall be amended to read: Elevators shall be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1/CSA B44 and NFPA72.

### **16. SECTION 3006 - MACHINE ROOMS**

**3006.1 Access.** Shall be amended to read: An approved means of access shall be provided to elevator machine rooms and overhead machinery spaces. This means of access is not to be used as a passageway through the machine room to other areas of the building or roof.

### **17. SECTION 3010 - MAINTENANCE AND ACCIDENTS**

**3010.1 Owner Responsibility:** Shall be added to read: The owner or the owner's legal agent for the building in which the equipment is located shall be responsible for the care, maintenance and safe operation of all equipment covered by this Chapter after the installation thereof and acceptance by such owner or agent. The owner or legal agent shall make or cause to be made all periodic tests and inspections, and shall maintain all equipment in a safe operating condition, as required by this Chapter.

**3010.2 Contractor Responsibility:** Shall be added to read: The person installing any device covered by this Chapter shall make all acceptance tests and shall be responsible for the care and safe operation of such equipment during its construction and until temporarily or finally accepted by the code official or by an approved agency.

**3010.3 Maintenance items:** Shall be added to read: All operating and electrical parts and accessory equipment of devices covered by this Chapter shall be maintained in a safe operating condition. The maintenance of elevators, dumbwaiters and escalators shall conform to ASME A17.1 as referenced by Section 3001.2.

**3010.4 Unsafe Conditions:** Shall be added to read: If, upon inspection, any equipment covered in this Chapter is found to be in an unsafe condition, or not in accordance with the provisions of this Code, the code official shall thereupon serve a written notice of such finding upon the building owner or lessee, stating the time when recommended repairs or changes shall be completed. After the service of such notice, it shall be the duty of the owner to proceed within

the time allowed to make such repairs or changes as are necessary to place the equipment in a safe condition. It shall be unlawful to operate such equipment after the date stated in the notice unless such recommended repairs or changes have been made and the equipment has been approved, or unless an extension of time has been secured from the code official in writing. Time duration of the extension shall be twenty-four (24) hours, seven (7) days, fifteen (15) days or a maximum thirty (30) days.

**3010.4.1 Power to seal equipment:** Shall be added to read: In cases of emergency, the code official, in addition to any other penalties herein provided, shall have the power to seal out of service any device or equipment covered by this Chapter when, in the opinion of the code official, the condition of the device is such that the device is rendered unsafe for operation: or for willful failure to comply with recommendations and orders.

**3010.4.2 Notice of sealing out of service:** Shall be added to read: Before sealing any device out of service, the code official, except in case of emergency, shall serve written notice upon the building owner or lessee stating intention to seal the equipment out of service and the reasons therefore.

**3010.4.3 Unlawful to remove seal:** Shall be added to read: Any device sealed out of service by the code official shall be plainly marked with a sign or tag indicating the reason for such sealing. Any tampering with, defacing or removal of the sign, tag or seal without approval shall constitute a violation of this Chapter.

**3010.5 Accidents reported and recorded:** Shall be added to read: The owner of the building shall immediately notify the code official of every accident involving personal injury or damage to apparatus on, about or in connection with any equipment covered by this Chapter, and shall afford the code official every facility for investigating such accident. When an accident involves the failure, breakage, damage or destruction of any part of the apparatus or mechanism, it shall be unlawful to use such device until after an examination by the code official is made and approval of the equipment for continued use is granted. It shall be the duty of the code official to make a prompt examination into the cause of the accident and to enter a full and complete report thereof in the records of the Code Enforcement Division. Such records shall be open for public inspection at all reasonable hours.

**3010.6 Removal of damaged parts:** Shall be added to read: It shall be unlawful to remove from the premises any part of the damaged construction or operating mechanism of elevators, or other equipment subject to the provisions of this Chapter, until permission to do so has been granted by the code official.

## **18. SECTION 3011 - CERTIFICATE OF ELEVATOR INSPECTION**

**3011.1 Inspection and Testing:** Shall be added to read: The operation of all equipment governed by the provisions of this Chapter and hereafter installed, relocated or altered shall be unlawful by persons other than the installer until such equipment has been inspected and tested as herein required and a final Certificate of Elevator Inspection has been issued by the code official.

**3011.2 Posting Certificates of Elevator Inspection:** Shall be added to read: The owner or lessee shall post the current-issued Certificate of Elevator Inspection in a conspicuous place inside the elevator.

## **19. SECTION 3012 - CONSTRUCTION DOCUMENTS AND PERMITS**



**3012.1 Application:** Shall be added to read: The application for a permit shall be accompanied by construction documents in sufficient detail and indicating the location of the machinery room and equipment to be installed, relocated or altered; and all supporting structural members, including foundations. The construction documents shall indicate all materials to be used and all loads to be supported or conveyed. Documents shall be reviewed and approved before permit is issued.

**3012.2 Permits:** Shall be added to read: Equipment or devices subject to the provisions of this code shall not be constructed, installed, relocated or altered unless a permit has been received from the code official before the work is commenced. A copy of such permit shall be kept at the construction site at all times while the work is in progress.

## **20. SECTION 3013 - TESTS AND INSPECTIONS**

**3013.1 General:** Shall be added to read: All equipment and devices covered by the provisions of this Code shall be subjected to acceptance and maintenance tests and periodic inspections as required herein.

**3013.2 Acceptance tests:** Shall be added to read: Acceptance tests and inspections shall be required on all new, relocated and altered equipment subject to the provisions of this Chapter. Tests and inspections shall be of such a nature as to determine whether the entire installation is designed and constructed with listed equipment and machinery. In addition, full load tests shall be done on all equipment. All such tests shall be made in compliance with the requirements of Section 3004.5 and in the presence of the code official or by an approved agency for the code official and by the person installing such equipment.

**3013.3 Periodic tests and periodic inspections:** Shall be added to read: Periodic tests shall be required on all new and existing power elevators, and periodic inspections shall be made of all new and existing equipment subject to the provision of the Chapter.

**3013.3.1 Periodic tests:** Shall be added to read: Periodic tests shall be made by the code official, or by an approved agency, and shall be made at the expense and responsibility of the owner. Where such tests are not made by the code official, the approved agency shall submit a detailed report of the tests to the code official on approved forms not more than thirty (30) days after the completion of the tests.

**3013.3.2 Periodic inspections:** Shall be added to read: Periodic inspections shall be made by the code official, or by an approved agency. Where such inspections are not made by the code official, the approved agency shall submit a detailed report of the inspection to the code official on approved forms not more than thirty (30) days after completion of the inspection.

**3013.3.3 Frequency of tests and inspections:** Shall be added to read: Tests and inspections shall be conducted at intervals of not more than those set forth in ASME A17.1 referenced by Section 3001.2.

## **Plumbing Code**

**B. The State of Illinois Plumbing Code shall govern all plumbing installations. Items not addressed in the Illinois Plumbing Code shall be governed by the International Plumbing Code 2009 for all installations.**

The following sections of the Illinois Plumbing Code/2004 are hereby revised as follows:

## **1. SUBPART A - DEFINITIONS AND GENERAL REGULATIONS**

**890.150 Workmanship.** Shall be added to read:

d) All plastic and copper piping installed within one and one-quarter inches (1 1/4") of the rough face of walls and similar situations, where pipes can be penetrated by screws or nails, shall be protected by the use of metal stud guards or similar approved devices.

## **2. SUBPART E - INTERCEPTORS - SEPARATORS AND BACKWATER VALVES**

**890.520 Gasoline, Oil and Flammable Liquids.** Shall be amended to read: Gas and Oil Interceptors. Commercial vehicle repair garages and gasoline stations with grease racks or pits, storage garages, parking garages, fire stations, emergency vehicle garages, enclosed truck docks, and all facilities which generate oil and/or flammable waste shall be provided with floor drains or trench drains connected to an approved gas and oil interceptor. Residential garages with floor drains shall have a gas and oil interceptor if they have four (4) or more vehicle bays or exceed 900 square feet in size.

## **3. SUBPART F - PLUMBING FIXTURES**

**890.630 Installation.** Shall be added to read:

j) All laundry machines shall be installed with a trapped and vented safe pan unless located on a masonry floor.

## **4. SUBPART I - WATER SUPPLY AND DISTRIBUTION**

**890.1150(a)(3) Underground water service.** Shall be amended to read: The minimum depth for any water service pipe shall be at least sixty inches (60").

**890.1230 Safety Devices.** Shall be added to read:

h) Where a hot water storage tank or water heater is located at an elevation above floor level, a safe pan shall be installed.

## **5. SUBPART J - DRAINAGE SYSTEM**

**890.1310 Materials.** Shall be amended to read:

b) Corrosive Waste. If corrosive waste is discharged to the drainage system, or if soil conditions are corrosive, only piping material and fittings approved in writing by the Director of Code Enforcement shall be used.

c) Cast iron pipe shall be used in all underground building drains.

**890.1320 Drainage System Installation.** Shall be amended to read:

p) All new buildings with basements, floors, rooms or occupancy areas below ground level at the building site and served by a public or private sewer system shall have overhead plumbing.

## **6. SUBPART K - VENTS AND VENTING**

**890.1440 Vent Terminal Size.** Shall be amended to read:



a) Vent Terminal Size. Drainage stacks or vent stacks shall extend through and above the roof at least six inches (6") and shall have a diameter at least one inch (1") greater than that of the pipe proper; but in no case shall it be less than four inches (4") in diameter through and above the roof. Vent terminals shall not be screened.

f) Basement Venting. Shall be added to read: During construction of new plumbing systems or remodeling, a two inch (2") vent shall be provided for future plumbing in basements.

\*\*\*\*\*Cast Iron pipe shall be used for all underground building drains.

## **Fire Code**

C. The following sections of the International Fire Code/2009 are hereby revised as follows:

### **1. SECTION 101 - GENERAL**

**101.1 Title.** Insert [Village of Hoffman Estates]

### **2. SECTION 103 - FIRE ADMINISTRATION**

**103.1 General.** Shall be amended to read: All references to the Department of Fire Prevention shall mean Fire Administration. All references to the word "fire code official" shall mean the Fire Chief.

### **3. SECTION 105 – PERMITS**

**105.6 Required operational permits.** Delete all sections 105.6.1 through 105.6.47 in their entirety except for Sections 105.6.4 Carnivals and fairs, 105.6.14 Explosives, 105.6.16 Flammable and combustible liquids, 105.6.27 LP gas, 105.6.30 Open burning, 105.6.36 Pyrotechnic special effects material, and 105.6.43 Temporary membrane structures, tents and canopies.

**4. SECTION 108 - BOARD OF APPEALS** Delete entire section.

### **5. SECTION 109 - VIOLATIONS**

**109.3 Violation penalties.** Shall amended to read: Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to the fines and penalties under Section 11-12-1 of the Hoffman Estates Municipal Code. Each day that a violation continues after notice has been served shall be deemed a separate offense.

### **6. SECTION 111 - STOP WORK ORDER**

**111.4 Failure to comply.** Shall be amended to read: Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to the fines and penalties under Section 11-12-1 of the Hoffman Estates Municipal Code. Each day that a violation continues after notice has been served shall be deemed a separate offense.

**7. SECTION 114 - PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**  
Shall be added.

**114.1 Professional architectural and engineering services.** Shall be added to read: As-built site and building plans of the base building plans and the site plan in an AutoCAD compatible format shall be provided to the Fire Department upon completion of the building. As-built suppression and detection system drawings shall be submitted prior to the issuance of a certificate of occupancy.

**SECTION 307 – OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES**

**307.1.1 Prohibited open burning.** Shall be added to read: Only seasoned firewood shall be used for recreational burning. The burning of yard waste is prohibited.

**307.4 Location.** Shall be added to read: Provisions to prevent the fire from spreading and the approval of containers shall include a requirement for the use of a spark arrestor cover.

**8. SECTION 308 - OPEN FLAMES**

**308.1.4 Open-flame cooking devices.** Shall be amended to read: Charcoal burners and/or similar solid fuel burning cooking devices shall not be operated on combustible balconies/decks or within ten feet (10') of combustible construction.

**308.1.1 Where prohibited.** Shall be added to read: A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in assembly or educational occupancies.

**308.3 Group A occupancies.** All Exceptions shall be deleted in their entirety, except for 1.3.

**308.3.2 Theatrical performances.** Shall be deleted in its entirety.

**308.1.6 Open flame devices.** Shall be amended to read: Torches and other devices, machines or processes liable to start or cause fire shall not be operated or used in or upon hazardous fire areas.

**308.1.6.2 Portable fueled open-flame devices. Exception 4** shall be deleted in its entirety.

**9. SECTION 315 - MISCELLANEOUS COMBUSTIBLE MATERIALS STORAGE**

**315.1 General.** Shall be amended to read: Storage, use and handling of miscellaneous combustible materials shall be in accordance with this section.

**10. SECTION 404 - FIRE AND SAFETY EVACUATION PLANS**

**404.2 Where required.** Shall be added to read:

Item 2. Shall be amended to read: Group B buildings having three (3) or more stories in height and/or greater than 50,000 square feet in aggregate floor area.

Item 4. Shall be amended to read: Group F.

Item 15. Group S buildings having three (3) or more stories in height and/or greater than 50,000 square feet in aggregate floor area.

**404.3.4 Severe weather plans.** Shall be added to read: Severe weather plans shall include the following:

1. The process for obtaining information that would result in employee relocation to a designated severe weather shelter location.
2. The procedure for notifying and relocating occupants to a designated severe weather shelter location.
3. Floor plans identifying the locations of severe weather shelter.

**404.4 Maintenance.** Shall be amended to read: Fire evacuation plans, fire safety plans and severe weather plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

**404.5 Availability.** Shall be amended to read: Fire evacuation plans, fire safety plans and severe weather plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

**404.5.1 Distribution.** Shall be amended to read: Fire evacuation plans, fire safety plans and severe weather plans shall be distributed to the tenants and buildings service employees by the owner or owner's agent. Tenants shall distribute to their employees applicable parts of the fire safety plan affecting the employees actions in the event of a fire or other emergency.

## **11. SECTION 405 - EMERGENCY EVACUATION DRILLS**

**Table 405.2 Fire and Evacuation Drill Frequency and Participation.** Shall be added to read: Footnote e. Groups or occupancies included in Section 404.2, but not included in the above chart shall conduct drills annually. Participation shall be by employees.

## **12. SECTION 408 - USE AND OCCUPANCY-RELATED REQUIREMENTS**

**408.12 Group S occupancies.** Shall be added to read: Group S occupancies over three (3) stories in height and/or exceeding 50,000 square feet in aggregate floor area shall comply with the requirements of Sections 408.14.1 through 408.14.3 and Sections 401 through 407.

**408.12.1 Fire evacuation, fire safety and severe weather plans.** Shall be added to read: Fire evacuation, fire safety and severe weather plans shall be provided as specified in Section 404.3.1, 404.3.2 and 404.3.3.

**408.12.2 Evacuation drills.** Shall be added to read: Evacuation drills shall be conducted as specified in Section 405.

**408.12.3 Employee training.** Shall be added to read: Employee training and response procedures shall comply with the requirements of Section 406.

## **13. SECTION 503 - FIRE APPARATUS ACCESS ROADS**



**503.2.1 Dimensions.** Replace "thirteen feet six inches (13'6")" with "fourteen feet six inches (14'6").

**503.2.3 Surface.** Shall be amended to read: Fire apparatus access roads shall be constructed with an asphalt surface or other material acceptable to the Fire Chief. The fire apparatus road shall be designed to support fire apparatus up to 85,000 Gross Vehicle Weight (GVW).

#### **14. SECTION 505 - PREMISES IDENTIFICATION**

**505.1 Address numbers.** Shall be added to read: Commercial buildings shall have the same address posted and visible on the rear door(s). Individual tenant spaces shall be identified with a suite number in a similar manner.

**505.3 Abandoned doors.** Entry or exit doors that have been abandoned or no longer in service shall be identified from the interior and / or exterior by signage indicating "No Exit" or "No Entry". Operating hardware shall be removed in an approved manner.

#### **15. SECTION 506 - KEY BOXES**

**506.1. Where required.** Shall be amended to read: Any building or structure that is equipped with a required Fire Detection and/or Fire Suppression system shall install a key box. The key box shall be purchased from the Hoffman Estates Fire Prevention Bureau.

**506.1.2** Shall be added to read: The key box shall contain a key for every type of lock within the building. Each key shall be identified or a master key system shall be utilized.

#### **16. SECTION 507 - FIRE PROTECTION WATER SUPPLIES**

**507.5.1 Where required.** Shall be amended to read: Fire hydrants shall be installed on all water distribution mains throughout the entire system with a maximum distance of 300 feet between hydrants, and a maximum of 250 feet between any structure and a fire hydrant. Spacing between hydrants shall be measured along the normal route of vehicular travel between hydrants. A hydrant shall also be provided within 100 feet of any building fire sprinkler system Fire Department Connection (FDC) or standpipe connection.

Exceptions shall be deleted.

**508.5.5 Clear space around hydrants.** Replace "three foot (3)" with "four foot (4)".

**17. SECTION 510 – EMERGENCY RESPONDER RADIO COVERAGE** Shall be deleted and amended to read:

#### **SECTION 510 – EMERGENCY RESPONDER RADIO COVERAGE**

**510.1 Fire Department communications.** Radio Communications: Reliable emergency radio communications are critical for Fire Department operations. Lack of radio communications within a structure presents dangerous conditions that may negatively effect firefighting operations, firefighter safety, and ultimately endanger occupants.

Each floor of a structure shall have ninety-five percent (95%) radio communication reliability. If less than ninety-five percent (95%), a bi-directional radio amplification (BDA) system shall be



required to be installed within or on the building. This system shall be designed to operate in conjunction with the equipment utilized by the Fire Department.

The following rooms/areas shall have complete radio coverage:

- a. Fire command rooms
- b. Fire pump rooms
- c. Mechanical rooms
- d. Rooms/areas that contain hazardous materials
- e. Computer rooms

Bi-directional amplification equipment shall be tested annually and maintained. Test results shall be sent directly to the Fire Prevention Bureau.

When any required BDA system is installed and becomes inoperative, the system shall be repaired and returned to service as soon as possible. The fire code official may order the building to be vacated until the inoperative system is returned to service. It shall be the responsibility of the owner to make tests, repairs, alterations or additions to ensure proper working condition.

A twenty-four (24) hour battery backup is required for BDA systems. However, if a building is equipped with an emergency backup generator system and the BDA system is part of the generator system, a battery backup is not required.

## **18. SECTION 601 – GENERAL**

**601.2 Permits.** Shall be deleted in its entirety.

## **19. SECTION 604 - EMERGENCY AND STANDBY POWER SYSTEMS**

**604.2.14.1.1 Fuel cut-off device.** Shall be added to read: All new and existing back-up generators shall have an automatic emergency fuel cut-off device installed within the fuel line supplying the generator's engine.

**604.6 Emergency lighting.** Emergency lighting shall be provided to the entire means of egress so that in the event of a power failure there is no occupiable area of the building that is left in total darkness.

## **20. SECTION 607 - ELEVATOR RECALL AND MAINTENANCE**

**607.5 Elevator car emergency phones.** Shall be added to read: Elevator car emergency telephones and or call buttons shall be capable of calling the designated Fire Department emergency number.

## **21. SECTION 806 - DECORATIVE VEGETATION**

**806.1.1 Restricted occupancies.** Shall be amended to include Use Group B.

## **22. SECTION 903 - AUTOMATIC SPRINKLER SYSTEMS**

**903.2 Where required.** Shall be deleted and amended to read: An approved automatic sprinkler systems shall be installed in all new buildings, structures and occupancies that exceed 1,000 square feet.

**Exception:** For Use Group R-3 see 903.2.1

**903.2.1 Use Group R-3.** Shall be added to read: An approved NFPA 13D automatic sprinkler system shall be installed in all new one- and two-family dwellings and townhomes of Use Group R-3.

**Exceptions:**

1. Additions to residential structures constructed prior to December 17, 2001 (Ordinance No. 3371-2002).
2. Remodeling of structures which were originally constructed prior to December 17, 2001 (Ordinance No. 3371-2002), unless such remodeling encompasses 100% of the habitable interior space of the structure. **100% remodeling shall be defined as the removal of all of the drywall on the interior walls of the habitable portions of the structure.**

**903.2.1.1 Sprinkler controls.** All sprinkler control valves, in all Use Groups including residential structures, shall remain open at all times. When a leak is detected it shall be corrected as soon as reasonably possible.

**903.2.13 Existing Occupancies.** Existing occupancies shall conform to the requirements of the building code in effect at the time it was constructed, reconstructed or remodeled, until such time as any of the following occur:

1. When an existing building undergoes an alteration, renovation, addition or repair in an amount equal to more than 35% of its existing value based upon an independent appraisal of a mutually agreed upon M.A.I. certified appraiser.

**Exceptions:**

1. Use Group R-3
2. Use Group R-4

2. A residential or business condominium conversion occurs.

**[F] 903.2.13.1 Mandatory retrofit.** All existing occupancies that do not have automatic sprinkler systems installed in accordance with Section 903 of the building code shall retrofit the occupancy with a fire suppression system no later than December 31, **2013**, except for Use Groups R-4, R-3, R-2 and Use Group A-4 and ancillary A, B, and S uses to Use Group R-2.

**903.2.2.1.1 Group A-1 through 903.2.10.1 Commercial parking garages.** Shall be deleted in their entirety.

**903.3.5.1.1 Limited area sprinkler systems.** Replace "twenty (20) sprinklers" with "five (5) sprinklers".

**903.4 Sprinkler system monitoring and alarms.** Exception 2, replace "twenty (20) sprinklers" with "five (5) sprinklers".

**903.4.1 Monitoring.** Shall be amended to read: Alarm, supervisory and trouble signals shall be distinctly different and shall automatically transmit to a signal to the Hoffman Estates Designated Alarm Dispatch Center (HEDADC), utilizing a wireless alarm signal. The Village shall provide the equipment for the transmission of the signal. All appropriate and reasonable fees for the leasing of the equipment and the monitoring of the signal shall be paid to the Village.



**903.4.2 Alarms.** Replace "audible" with "audio/visual".

**903.7 Flexible arm sprinkler assemblies.** Shall be added to read: Flexible arm sprinkler assemblies shall not be permitted.

**903.8 Sprinkler/ standpipe piping.** The minimum thickness of all metallic sprinkler piping, other than copper piping, shall be no less than Schedule 10.

## **23. SECTION 904 - ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS**

**904.3.5 Monitoring.** Shall be amended to read: All required fire automatic extinguishing systems shall be monitored by a building fire alarm system. The building fire alarm system shall have a direct connection to the HEDADC), utilizing a wireless alarm signal. The Village shall provide the equipment for the transmission of the signal. All appropriate and reasonable fees for the leasing of the equipment and the monitoring of the signal shall be paid to the Village.

## **24. SECTION 905 - STANDPIPE SYSTEMS**

**905.1.1 Dry standpipe testing.** Shall be added to read: All existing dry standpipes for open parking garages that are utilized by Fire Department apparatus shall be hydrostatically tested at 130 psi for two (2) hours, and witnessed by the fire code official at a biennial inspection.

**905.3.1 Building height.** Replace "thirty feet (30)" with "eighteen feet (18)".

**Exception 2** replace "one hundred fifty feet (150)' with "thirty feet (30)".

**Exception 3** shall be deleted and amended to read: Class I manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures.

**905.5 Location of Class II standpipe hose connections.** Shall be deleted and amended to read: Class II Standpipes are prohibited.

**905.12 Fire Equipment Box System (FEBS).** Shall be added to read: An approved Fire Equipment Box System (FEBS) shall be provided in all buildings in which a floor level exists more than twenty-five feet (25') above the lowest level of Fire Department vehicle access, or in which there exists a floor level more than twenty-five feet (25') below the highest level of Fire Department vehicle access.

## **25. SECTION 906 - PORTABLE FIRE EXTINGUISHERS**

**906.1 Where required.** Shall be deleted in its entirety and amended to read: A portable fire extinguisher shall be installed in all Use Groups except R-3 in accordance with NFPA 10 listed in Chapter 35.

**906.2 General requirements.** Shall be amended to read: Required fire extinguishers shall have a minimum rating of 4A 60-B:C.

## **26. Section 907 - FIRE ALARM AND DETECTION SYSTEMS**

**907.1.4 Fire alarm panel replacement.** Shall be added to read: Any fire alarm panel replacement, or substantial alterations to more than fifty percent (50%) of the fire alarm system, shall require the **entire** fire alarm system to be brought into compliance with current standards.

**907.1.5 Monitoring.** Shall be added to read: Alarm, supervisory, and trouble signals shall be distinctly different and automatically transmitted to the Hoffman Estates Designated Alarm Dispatch Center (HEDADC) utilizing a wireless alarm signal. The Village shall provide the equipment for the transmission of the signal. All appropriate and reasonable fees for the leasing of the equipment and monitoring of the signal shall be paid to the Village.

**907.2.1 Group A.** Replace an "occupant load of 300 or more" with "an occupant load of fifty (50) or more". Delete Exception.

**907.2.2 Group B.** Delete Exception.

**907.2.4 Group F.** Delete Exception.

**907.2.6.1 Group I-2.** Delete Exceptions.

**907.2.6.2.3 Smoke detectors.** Delete Exceptions 1 and 2.

**907.2.7 Group M.** Delete Exception.

**907.2.8.1 Manual fire alarm system.** Delete Exceptions.

## **27. SECTION 912 - FIRE DEPARTMENT CONNECTIONS**

**912.2.2.3 Distance to public utilities.** Shall be added to read: Fire Department Connections (FDC) shall not be installed within fifteen feet (15') of any above ground public utilities.

## **28. SECTION 2403 – TEMPORARY TENTS AND MEMBRANE STRUCTURES**

**2403.8.6 Fire break.** Replace "12 feet" with "18 feet"

## **29. SECTION 3308 FIREWORKS DISPLAY**

**3308.2 Permit application.** Shall be added to read: The fireworks contractor shall notify the Hoffman Estates Police or Fire Department for an escort into the Village limits at least 24 hours in advance.

# **Property Maintenance Code**

D. The following sections of the International Property Maintenance **Code/2009** are hereby revised as follows:

## **1. SECTION 101 - GENERAL**

**101.1 Title.** Insert [Village of Hoffman Estates] at name of jurisdiction.



**2. SECTION 103 – Title shall be amended to read: DEPARTMENT OF DEVELOPMENT SERVICES - DIVISION OF CODE ENFORCEMENT.**

**103.5 Fees.** Shall be deleted in its entirety.

**3. SECTION 107 - NOTICES AND ORDERS**

**107.2 Form.** Delete Items 5 and 6 in their entirety.

Item 1. shall be amended to read: Be verbal or in writing.

Item 4. Replace “correction order” with “reinspection date”

**107.6 Transfer of ownership.** Shall be deleted in its entirety.

**4. SECTION 109 - EMERGENCY MEASURES**

**109.6 Hearing.** Shall be deleted in its entirety.

**111 MEANS OF APPEAL.** Shall be deleted in its entirety.

**5. SECTION 202 - GENERAL DEFINITIONS** The following definitions shall be added to read:

**DERELICT VEHICLE.** As defined in 625 ILCS 5/1-115.07.

**DISREPAIR.** The state of being deteriorating, decaying or dilapidated.

**INOPERABLE OR DERELICT MOTOR VEHICLE.** A motor vehicle as defined by 625 ILCS 5/1-146 that is unable to be operated legally on a public road or a vehicle that exhibits one or more of the following conditions: derelict, wrecked, partially or fully dismantled or substantially damaged to the extent that the vehicle cannot be operated under its own power, or unable to be safely operated, including but not limited to: vehicles on blocks or similar devices, with deflated tire or tires, or from which the engine, wheels or tires have been removed.

**SUBSTANTIALLY DAMAGED.** Damaged to more than 50 percent of replacement cost.

**UNLICENSED MOTOR VEHICLE.** A motor vehicle which does not display license plates and/or registration stickers required to operate on a public way.

**VEHICLE SHELL.** As defined by 625 ILCS 5/1-218.1.

**WRECK.** Broken remains of something ruined or destroyed.

**6. SECTION 302 - EXTERIOR PROPERTY AREAS**

**302.3 Sidewalks and driveways.** Shall be added to read: Excessive cracking of the driveway pavement, surface or depressions shall be patched or seal-coated.

**302.4 Weeds.**

Insert [ten inches (10")].

Substitute “cut and destroy” with “cut and / or destroy”

**302.7 Accessory Structures.** Shall be added to read: All detached and attached garages must have an approved door that serves to keep the structure secure.

**302.8 Motor vehicles.** Shall be deleted in its entirety and replaced with: No inoperable or unlicensed motor vehicle shall be parked, kept or stored on any premise where it is visible from the street, and no vehicle shall be at anytime in a state of major disassembly, disrepair, or in the process of being stripped or dismantled except for being in an enclosed structure; i.e., a residential garage. Inoperable motor vehicles are also subject to the regulations of Section 7-10-3 of the Hoffman Estates Municipal Code. Painting of vehicles is prohibited unless conducted inside of an approved spray booth and in a location zoned for such purposes.

**302.8.1 Motorized Construction Equipment.** Shall be added to read:

All motorized construction equipment shall be stored in a garage or shed. Motorized construction equipment shall be considered to be bulldozers, skid loaders and other machines of similar type as determined by the Director of Code Enforcement.

**302.10 Outside Storage.** Shall be added to read: There is to be no outside storage in the front yard of any residential property. Side yard storage shall be limited to garbage, recycling, receptacles, yardwaste bags and firewood. The Director of Code Enforcement may grant exceptions to this regulation, for limited periods of time. Storage on balconies shall be limited to outdoor lawn furniture, potted plants, and approved barbecue grills provided that the property management permits such items. A maximum of two (2) bicycles shall be permitted on balconies in apartment or condominium buildings provided that the management or association provides no other storage options and the apartment management or condominium homeowners association rules do not prohibit such storage. Bicycles, motorcycles and other motorized cycles shall not be secured to any tree, post, fence or other accessory structure except approved bicycle racks in any apartment, condominium or town home complex.

## **7. SECTION 304 - EXTERIOR STRUCTURE**

**304.3 Premises identification.** Shall be amended to read: Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals, be a minimum of four inches (4") high with a minimum stroke width of one-half inch ( 1/2"). Commercial buildings shall have the same address, posted and visible on the rear door.

**304.14 Insect Screens.** The words "During the period from [DATE] to [DATE]" shall be deleted.

**304.15 Doors.** Shall be amended to read: All exterior doors, door assemblies and hardware shall be maintained in good condition and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

**304.17 Guards for basement windows.** Shall be deleted in its entirety.

## **8. SECTION 305 - INTERIOR STRUCTURE**

**305.7 Window Treatments.** Shall be added to read: Newspaper or other sheets of paper, bed sheets, blankets or flags are not acceptable window treatments for use in any residential structure.

**305.8 Vacant Residential Structures.** Shall be added to read: Vacant residential structures shall not be utilized solely for storage purposes.

**9. SECTION 308 - RUBBISH AND GARBAGE**

**308.2.2.** Refrigerators. Shall be deleted in its entirety and amended to read: Refrigerators and similar equipment not in operation shall not be discarded or abandoned without first removing the doors or with doors facing down laid flat on the ground eliminating entrapment possibilities. Refrigerators and similar equipment shall not be stored outside of any premises at any time unless the item is curbside awaiting proper disposal.

**308.3.1** Garbage Facilities. Shall be deleted and amended to read: The owner of every building containing two (2) or more dwelling units shall supply an approved leak proof, covered, outside garbage receptacle.

**10. SECTION 309 – EXTERMINATION**

**309.1 Infestation.** Shall be deleted and amended to read: All structures shall be kept free from insect and rodent infestation. A licensed Illinois Pest Control Operator shall promptly exterminate all structures in which insects or rodents are found. After extermination, proper precautions shall be taken to prevent reinfestation.

**309.2 Owner.** Shall be amended to read: The owner of any structure shall be responsible for extermination within the structure prior to renting or leasing the structure or at anytime an infestation is found to exist.

**309.4 Multiple Occupancy.** Shall be amended to read: The owner of a structure containing two (2) or more dwelling units, a multiple occupancy, or a non-residential structure shall be responsible for extermination in the public or shared areas of the structure, occupied areas of the structure and exterior property areas.

**11. SECTION 404.5 OVERCROWDING** Shall be deleted in its entirety and replaced with:

**404.5 OVERCROWDING.** Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

**TABLE 404.5  
MINIMUM AREA REQUIREMENTS**

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room*	No requirements	120	150
Dining room**	No requirements	80	100
Bedrooms	Shall comply with Section 404.4		

\*See Section 404.5.2 for combined living room/dining room spaces

\*\*See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

**404.5.1 Sleeping area.** The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. All sleeping areas shall comply with Section 404.4.



**404.5.2 Combined spaces.** Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

## **12. SECTION 602 - HEATING FACILITIES**

**602.3 Heat Supply.** Shall be amended to read: Every owner and operator of any building who rents, leases, or lets one (1) or more dwelling units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat through out the year to maintain a temperature of not less than 65°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

**602.4 Occupiable work spaces.** Insert [September 1] and [May 31].

## **13. CHAPTER 8 REFERENCED STANDARDS.** Shall be added to read:

Reference the following additional codes:

Hoffman Estates Municipal Code

Illinois Pesticide Act

Illinois Plumbing Code/2004

Illinois Accessibility Code/1997

## **Residential Code**

E. The following sections of the International Residential Code/2009 are hereby revised as follows:

### **1. SECTION R101 - TITLE, SCOPE AND PURPOSE**

**R101.1 Title.** Insert [Village of Hoffman Estates]

**R101.2 Scope.** Exception shall be deleted in its entirety.

### **2. SECTION R105 – PERMITS**

**R105.2 Work exempt from permit.** Shall be amended to read:

Building:

1. One (1) story manufactured polyvinyl chloride (PVC) storage sheds, provided the floor area does not exceed fifty (50) square feet. The Hoffman Estates Municipal Code Chapter 9 zoning requirements for rear and side yard setbacks shall be met.

2. Shall be deleted in its entirety.

3. Shall be deleted in its entirety.

4. Shall be deleted in its entirety.

5. Shall be deleted in its entirety.

9. Shall be deleted in its entirety.

10. Shall be deleted in its entirety.

### **3. SECTION R106 - CONSTRUCTION DOCUMENTS**



**R106.1 Submittal documents.** Shall be added to read: No plans shall be approved for permit unless such plans are signed and sealed either by a licensed architect or licensed structural engineer, provided the design professional who seals/signs the drawings shall be permitted to do so within the limitations of the 1987 Illinois Architectural Practices Act.

Exceptions:

- a. Decks, sheds, minor remodeling and small projects under \$10,000.00 fair market value and without a roof are exempt from this requirement when accompanied by accurate and detailed plans.
- b. As determined by the Director of Code Enforcement

**4. SECTION R112 - BOARD OF APPEALS shall be deleted in its entirety.**

#### **5. SECTION 113 VIOLATIONS**

**113.5 Issuance of Building Permits.** Shall be added to read: The Director of Code Enforcement may refuse to issue a building permit if there is an outstanding sum of money due the Village from the property owner(s).

#### **6. SECTION R301 - DESIGN CRITERIA**

**Table R301.2 (1)** Shall be amended by adding:

- a. Ground Snow Load - 25 psf
- b. Wind Speed (mph) - 90
- c. Topographic effects – NO
- d. Seismic Design Category - B
- e. Subject to Damage From: Weathering - severe
- f. Subject to Damage From: Frost line depth - forty-two inches (42")
- g. Subject to Damage From: Termite - Slight to moderate
- h. Subject to Damage From: Decay - Slight to moderate
- i. Winter design temp - (-4°F)
- j. Ice Barrier Underlayment Required - YES
- k. Flood Hazards - 1982
- l. Air Freezing Index - 2000
- m. Mean Annual Temp - (50.8°F)
- n. Heating Degree Days (HDD) - (6,640)
- o. Average Daily Temperature in January - (21°F)

#### **7. SECTION R302 – FIRE RESISTIVE CONSTRUCTION**

**R302.5.1.1 Opening protection.** Shall be added to read: All interior doors separating habitable space from garage space shall be self-closing.

**R302.5.2.1 Duct penetration.** Shall be added to read: Ducts shall not be exposed in garage, and shall be encased with a minimum of one (1) layer of one-half inch ( 1/2") Type X gypsum board.

**R302.6.1 Dwelling/garage fire separation.** Shall be added to read: Self closing doors. All interior doors separating habitable space from garage space shall be self-closing.

## 8. SECTION R309 - GARAGES AND CARPORTS

**R309.1 Floor surface.** Replace “approved noncombustible material” with “concrete, and shall be reinforced with a minimum of 6 x 6 x 10 welded wire fabric.”

**R309.2 Carports.** Replace “approved noncombustible material” with “concrete, and shall be reinforced with a minimum of 6 x 6 x 10 welded wire fabric.”

**9. SECTION 313 AUTOMATIC FIRE SPRINKLER SYSTEMS** Shall be deleted in its entirety and replaced with:

### SECTION 313 AUTOMATIC FIRE SPRINKLER SYSTEMS

**313.1 Where required.** An approved NFPA 13D automatic sprinkler system shall be installed in all new one- and two-family dwellings and townhomes of Use Group R-3.

#### Exceptions:

3. Additions to residential structures constructed prior to December 17, 2001 (Ordinance No. 3371-2002).
4. Remodeling of structures which were originally constructed prior to December 17, 2001 (Ordinance No. 3371-2002), unless such remodeling encompasses 100% of the habitable interior space of the structure. **100% remodeling shall be defined as the removal of all of the drywall on the interior walls of the habitable portions of the structure.**

**313.2** All sprinkler control valves shall remain open at all times. When a leak is detected it shall be corrected as soon as reasonably possible.

## 10. SECTION R314 – SMOKE ALARMS

Shall be added to read: References to “in the vicinity” shall mean “less than or within 10 feet.”

## 11. SECTION R315 – CARBON MONOXIDE ALARMS

**R315.1 Carbon Monoxide Alarms.** Shall be added to read: Carbon monoxide detectors shall be installed in all sleeping rooms located over garages. References to “in the vicinity” shall mean “less than or within 10 feet.”

## 12. SECTION R401 GENERAL

**R401.2.1 Requirements.** Shall be added to read:

All reinforcing bars shall be mechanically set and held in place, not to be placed by hand during the pour. Exterior exposed cold joints below finished grade shall be prohibited.

**13. R402.2 Table 402.2** shall be added to include slabs on grade in Column 1 Row 4.

## 14. SECTION R407 - COLUMNS

**R407.3 Structural requirements.** Shall be added to read:



The base of the columns shall include a minimum 6" x 6" x 1/2" inch base plate where the base plate is exposed, and shall be mechanically fastened. A maximum steel shim of 6" x 6" x 1/2" inch is permitted.

The Exception shall be deleted in its entirety.

#### **15. SECTION R506 - Shall be amended to read: SLABS ON GRADE**

**R506.3 Crack control reinforcement.** Shall be added to read: All slabs shall be constructed with 6 x 6 x 10 welded wire fabric and with control joints having a depth of at least one-fourth (1/4) the slab thickness. Joints shall be placed at intervals not more than thirty feet (30') in each direction and slabs not rectangular in shape shall have control joints across the slab at points of offset, if offset exceeds ten feet (10').

**Exception:** Basement slabs do not require welded wire fabric.

#### **16. SECTION M1601 - DUCT CONSTRUCTION**

##### **M1601.1.1 Above ground duct system.**

Items 5 and 7 shall be deleted in their entirety.

**M1601.1.2 Underground duct systems.** Shall be deleted and amended to read: Metal ducts shall be protected from corrosion in an approved manner.

### **Mechanical Code**

F. The following sections of the **International Mechanical Code/2009**, are hereby revised as follows:

#### **1. SECTION 602 PLENUMS**

**M602.3 Stud cavity and joist space plenums.** Shall be deleted in its entirety and amended to read: Unlined stud space and joist spaces plenums shall not be utilized as air plenums.

#### **2. SECTION 603 DUCT CONSTRUCTION AND INSTALLATION**

**M603.5.1 Gypsum ducts.** Shall be deleted in its entirety and amended to read: The use of gypsum board lined air shafts is prohibited.

**M603.8 Underground ducts.** Shall be deleted in its entirety and amended to read: Ducts shall be approved for underground installation. Concrete encasement shall not be considered as approved.

### **Electrical Code**

G. The following sections of the **National Electrical Code/2011**, are hereby revised as follows:

#### **1. ARTICLE 90 - INTRODUCTION**

**90.4 Enforcement.** Shall be added to read: Any reference in this code to the "Authority Having Jurisdiction" shall mean the Director of Code Enforcement.

**90.10. Appeals.** Shall be added to read: In case of a dispute between the applicant and the Director of Code Enforcement about any installation, maintenance or repair, the applicant may appeal the decision to the Electrical Commission of the Village of Hoffman Estates, whose recommendation shall be considered for a reconsideration of the request by the applicant by the Director of Code Enforcement.

**2. ARTICLE 210 - BRANCH CIRCUITS**

**210.4 (E) Identification of Ungrounded Conductors.** Shall be added to read: Color-coding for different voltages shall be as follows:

TABLE INSET:

LINE/VOLTAGE	COLOR	NEUTRAL/COLOR
277 v - 480 v	Brown	Grey Only
	Orange	" "
	Yellow	" "
120 v - 208 v - 240 v	Black	White
	Red	White/Tracer
	Blue	" "

**3. ARTICLE 230 - SERVICES**

**230.31(D) Size and Rating.** Shall be added to read: All electrical services shall be underground on all new structures.

**4. ARTICLE 300 – WIRING METHODS**

**300.7 Raceways Exposed to Different Temperatures.**

**(A) Sealing.** Shall be added to read: The service entrance conduit between the meter socket and the panel shall be sealed at the meter socket termination fitting of the service entrance conduit.

**5. ARTICLE 310 - CONDUCTORS FOR GENERAL WIRING**

**310.1.1 Conductor Material.** Shall be added to read: Conductors in this article shall be of copper and all reference to aluminum conductors or copper-clad aluminum conductors shall be deleted but may be considered for limited uses for commercial uses and R-1 and R-2 use groups under the appeal process of Section 90-10.

**311 Voltage Identification.** Shall be added to read: When more than one (1) voltage is installed or when voltages exceed 240 volts in a building, tenant space, etc. black lettering on an orange sticker shall be installed on the following covers:

- (1) Switchgear



- (2) Panel board
- (3) Junction box
- (4) Pull and/or Tap Box
- (5) Disconnects

Voltage shall be identified and lettering shall be sized in relation to size of cover.

## **6. ARTICLE 320 – Armored Cable: Type AC**

**320.10 Uses permitted. Shall be added to read:** Type AC cable shall be permitted only upon the written authorization of the Director of Code Enforcement.

## **7. ARTICLE 324 – Flat Conductor Cable: Type FCC**

**324.10 Uses permitted. Shall be added to read:** Type FCC cable shall be permitted only upon the written authorization of the Director of Code Enforcement.

## **8. ARTICLE 328 – Medium voltage Cable: Type MV**

**328.10 Uses permitted. Shall be added to read:** Type MV cable shall be permitted only upon the written authorization of the Director of Code Enforcement.

## **9. ARTICLE 330 Metal-Clad Cable: Type MC**

**330.10 Uses permitted. Shall be added to read:** Type MC cable shall be permitted only upon the written authorization of the Director of Code Enforcement.

## **10. ARTICLE 332 – Mineral-Insulated, Metal-Sheathed Cable: Type MI**

**332.10 Uses permitted. Shall be added to read:** Type MI cable shall be permitted only upon the written authorization of the Director of Code Enforcement.

**11. ARTICLE 334 – Nonmetallic-Sheathed Cable: Types NM, NMC and NMS shall be deleted in its entirety.**

**11. ARTICLE 338 - SERVICE ENTRANCE CABLE shall be deleted in its entirety.**

**12. ARTICLE 394 - CONCEALED KNOB AND TUBE WIRING shall be deleted in its entirety.**

**13. ARTICLE 450 - TRANSFORMERS AND TRANSFORMER VAULTS (INCLUDING SECONDARY TIES)**

**450.3.1 Transformer Disconnecting Means.** Shall be added to read: All transformers shall have an approved disconnecting means (switch, pullout, breaker, or fuse) in the supply to the transformer capable of disconnecting the full primary current of that transformer, and shall be located within sight of the transformer.

All transformers shall have a disconnecting means for the secondary that will disconnect all conductors. This shall be a switch, pullout, breaker, or fuse, and shall be located within sight of the transformer.

#### 14. ARTICLE 720 - CIRCUITS AND EQUIPMENT OPERATING AT LESS THAN 50 VOLTS

**720.11 Installation.** Shall be added to read: Installation of low voltage wiring shall conform to the following requirements:

- (A) All conductors shall be supported from the building structure only. This excludes all other piping systems such as electrical, plumbing, sheet metal ducts and fire suppression pipes.
- (B) All conductors shall be secured with the wraps, bridle rings or approved hanger in a manner which prevents loose or sagging wires.
- (C) All conductors shall be secured approximately every five feet (5').
- (D) All conductors wire shall be installed in electrical metallic tubing in concealed spaces in a manner so that wire may be replaced. This includes walls and inaccessible ceilings.
- (E) All conductors shall be bundled and run perpendicular to the building walls.
- (F) All conductors in plenums shall be plenum-rated and secured with plenum-rated straps.
- (G) Permits shall be required for all low voltage installations such as: telephone, computer cable, fire alarm, sound system, signal system, security systems, etc.

**Exception:**

- a) Wireless systems utilizing cord and plug for power.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of resolutions related to the newly created Planning and Zoning Commission regarding:

- A. Notification Requirements
- B. Compensation for Planning and Zoning Commission Members
- C. Fees
- D. Administrative Procedures Manual for Boards and Commissions
- E. Policy to Stay Petitions

**MEETING DATE:** May 9, 2011

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *PG*

**REQUEST:** Request approval of resolutions related to the newly created Planning and Zoning Commission regarding:

- A. Notification Requirements
- B. Compensation for Planning and Zoning Commission Members
- C. Fees
- D. Administrative Procedures Manual for Boards and Commissions
- E. Policy to Stay Petitions

**BACKGROUND:** On May 2, 2011, the Village Board approved an ordinance combining the functions of the Plan Commission and Zoning Board of Appeals into a new review board, the *Planning and Zoning Commission*, with an effective date of June 7, 2011. That ordinance addressed necessary changes to the Village Municipal Code. With this change, it is also necessary to update a number of resolutions to reflect the new name of the commission.

**DISCUSSION:** This memo includes updates to five separate resolutions. The only changes proposed at this time involve replacing “Zoning Board of Appeals” and/or “Plan Commission” to read “Planning and Zoning Commission” throughout each resolution. No changes were made to any of the content or purpose of each resolution. Following is a brief summary:

**DISCUSSION:** (Continued)*Notification Requirements*

This resolution updates Resolution 611-1986 and defines the Village notification requirements for the various planning and zoning requests. The type of notice required depends on the type of request, with the Illinois State Statutes dictating publication requirements for certain items. In all cases, the Village notification procedures meet and usually exceed the State requirements. None of the requirements in this new resolution are changing, but the resolution is updated with the new review board name.

*Compensation for Planning and Zoning Commission Members*

This resolution updates Resolution 1089-2000 and establishes compensation for attendance by members at Planning and Zoning Commission meetings. Compensation is equal to the amounts currently paid to Plan Commissioners and Zoning Board of Appeals members.

*Fees*

This resolution updates Resolution 1261-2005 and several prior resolutions. The new resolution solely updates the name of the new review board and includes no changes to the fee amounts. The fee amounts are based on each specific type of request, so under the new combined board process, petitioners will not pay additional fees. Any changes to the fee amounts can be addressed separately as part of a future budget discussion.

*Administrative Procedures Manual for Boards and Commissions*

This resolution updates the existing procedural manual that applies to all boards and commissions (last update by Resolution 1438-2010). The minor changes simply replace the old review board names with the new name. No procedures will be changed since both the Plan Commission and Zoning Board of Appeals were subject to the same requirements of this policy manual. The quorum rules will follow those of the Plan Commission since that was also an eleven member board.

*Policy to Stay Petitions*

This resolution updates Resolution 698-1988 by replacing the old review board names with the new name. The purpose of this resolution, which is not changing, is to require that applications from petitioners who are not in compliance with approved site plans or other Village codes shall not be scheduled before the Planning and Zoning Commission until compliance is achieved, unless the Village Board grants relief.

**RECOMMENDATION:**

Request approval of resolutions related to the newly created Planning and Zoning Commission regarding:

- A. Notification Requirements
- B. Compensation for Planning and Zoning Commission Members
- C. Fees
- D. Administrative Procedures Manual for Boards and Commissions
- E. Policy to Stay Petitions

Attachments



RESOLUTION NO. \_\_\_\_\_-2011

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION ESTABLISHING NOTIFICATION PROCEDURES  
FOR PLANNING AND ZONING COMMISSION HEARINGS IN THE VILLAGE  
OF HOFFMAN ESTATES**

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: That the following procedures for certain Planning and Zoning Commission hearings and meetings are hereby established.

A. The Village of Hoffman Estates will:

1. In accordance with the Illinois State Statutes, cause a legal notice of time, place and purpose of the public hearing to be published in a newspaper of general circulation within the Village of Hoffman Estates as required for the appropriate hearing.

2. Provide a written notice to all properties within 150 feet in residential areas and 300 feet in non-residential areas of the subject property under petition, inclusive of streets and rights-of-way, including publicly owned property. It shall be at the determination of the President and Board of Trustees that notification be given to any county or municipality or school district or regional planning agency whose boundary includes or is within 150 feet in residential areas and within 300 feet in non-residential areas, inclusive of streets and rights-of-way, of the subject property under petition. Written notice shall be served in person or by mail, not more than thirty (30) days nor less than ten (10) days prior to the first scheduled hearing date. This notification will contain (1) the nature and purpose of the hearing, (2) the common address and location of the property, in question, (3) the approximate area size of the property, if available (4) the time and place of the hearing, (5) the name of the petitioner, and (6) the contact information where information may be obtained concerning the petition.

B. The Petitioner will:

1. Post at each street frontage of the subject property a sign as to be clearly legible to the public view on the nearest public way, for at least ten (10) consecutive days prior to the public hearing.

2. The signs shall be posted in the ground and not on trees, poles, fences or walls. The signs shall not be posted in the public right-of-way.

3. The signs shall be posted until Village Board action is taken on the application or petition and signs shall be maintained in legible condition and removed within ten (10) days after Village Board action.

4. There shall be one sign per site except when a property has more than one street frontage or more than twenty (20) acres, more than one sign may be required pursuant to the direction of the Village Manager.

5. The signs must be a minimum size of forty-eight (48) inches by ninety-six (96) inches and comply with a letter style and letter format as required by the Village Manager.

Section 2: That the established notification procedure under Section 1-B shall apply only to variations, except sign variations in non-residential areas or non-residential variations in residential areas and to special uses and to all annexations, rezonings, preliminary site plan reviews and subdivision approvals before the Planning and Zoning Commission.

Section 3: That this resolution shall be in full force and effect immediately from and after its passage and approval according to law.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

ATTEST:

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

RESOLUTION NO. \_\_\_\_\_ - 2011

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION PROVIDING COMPENSATION  
FOR APPOINTED COMMISSIONS AND BOARDS**

WHEREAS, the citizens of the Village of Hoffman Estates volunteer their time to serve on Boards and Commissions of the Village of Hoffman Estates; and

WHEREAS, it is recognized that a fair and equitable reimbursement of incidental expenses is in the interest of the health, safety and welfare of the Village.

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: That the members of the Planning and Zoning Commission shall be compensated for attendance at such Planning and Zoning Commission meetings as follows:

<u>COMMISSION</u>	<u>CHAIRMAN</u>	<u>MEMBER</u>
Planning and Zoning Commission	\$25 per regular meeting and \$40 per special meeting	\$10 per regular meeting and \$15 per special meeting

Section 2: That this resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

ATTEST:

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



**RESOLUTION NO. \_\_\_\_\_ - 2011**

**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 and 1261-2005 previously established certain easement and meeting fees 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 easement releases requested by an owner of property shall be the sum of Twenty-Five Dollars (\$25.00).
- B. That the fees for residential variations for Planning and Zoning Commission hearings shall be the sum of One Hundred Fifty Dollars (\$150.00).
- C. That the fees for non-residential variations for Planning and Zoning Commission hearings shall be the sum of Four Hundred Dollars (\$400.00).
- D. That the fees for special uses for Planning and Zoning Commission hearings shall be the sum of Four Hundred Dollars (\$400.00).
- E. That the fees for text amendments for Planning and Zoning Commission hearings shall be the sum of Four Hundred Dollars (\$400.00).
- F. 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) properties in the Village shall be entitled to a full refund if application is withdrawn before legal notice is posted; a refund of not more than Twenty Dollars (\$20.00) or the fee less the cost of the legal notice, whichever is less, if the application is withdrawn after legal notice is posted and before hearings commence; no refund if application is withdrawn after hearings have commenced.

Section 2: That the fees for subsections B through D should be deposited prior to the commencement of any hearing and that Three Hundred Dollars (\$300.00) be deposited 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 by the Planning and Zoning Commission be as follows:

Site Plan Review

- |    |       |   |
|----|-------|---|
| 1. | \$175 | (Review of site plans not requiring construction of a new building) |
| 2. | \$350 | 0-1.99 Acres  |
| 3. | \$500 | 2.0-9.99  |
| 4. | \$650 | 10.0 & Above  |

Site Plan Amendment

- |    |       |              |
|----|-------|--------------|
| 1. | \$200 | 0-1.99 Acres |
| 2. | \$250 | 2.0-9.99     |
| 3. | \$350 | 10.0 & Above |

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

Rezoning/RPD Amendments

- |    |       |              |
|----|-------|--------------|
| 1. | \$350 | 0-1.99 Acres |
| 2. | \$500 | 2.0-9.99     |
| 3. | \$650 | 10.0 & Above |

C. That the fees for Annexation Hearings by the Planning and Zoning Commission shall be as follows:

Annexation Hearing Fee

1. \$350 0-9.99 Acres
2. \$650 10.0 & Above

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

Plat of Subdivision

Residential

1. \$350 0-9.99 Acres
2. \$650 10.0 & Above

Non-Residential

1. \$350 0-4.99 Acres
2. \$500 5.0-9.99
3. \$650 10.0 & Above

E. That the required deposit for site plan review by the Department of Engineering shall be as follows:

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

Said deposit for site plan review by the Department of Engineering shall be applied to the applicant's Engineering Account for Engineering Plan Review and Inspection Fees as required at the time of plan approval. Any unused portion of the applicant's Engineering Account will be returned to the applicant at the time of issuance of a Certificate of Occupancy.

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

G. 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: That this resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

ATTEST:

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

RESOLUTION NO. \_\_\_\_\_ - 2011

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION AMENDING THE ADMINISTRATIVE PROCEDURES MANUAL FOR BOARDS AND COMMISSIONS

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: That the Administrative Procedures Manual for Boards and Commissions be amended to read as attached hereto as Exhibit "A".

Section 2: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

Table with 5 columns: VOTE, AYE, NAY, ABSENT, ABSTAIN. Rows list names of Trustees and Mayor with corresponding signature lines.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011

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

ATTEST:

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



## II. PROCEDURES

### 1. Meeting Schedule Agendas and Changes

The Village distributes and posts a monthly schedule of meetings. Changes to the regular meeting schedule require public notice. Any changes made after the monthly calendar has been distributed, require written notice to the Village Clerk's office (form attached). Accordingly, the meeting notice form (attached) must be completed and given to the Village clerk for processing. Staff Liaisons or the Boards & Commissions Admin Staff Assistant will assist with completing this form. A permanent change of regular meeting requires 10 days' notice. Notice of change or cancellation must reach the Village Clerk's office within 48 hours of meeting.

Pursuant to the Illinois Open Meetings Act (see #5) agendas must be posted 48 hours in advance of the meeting at the Village Hall and at the location of the meeting. Special meetings shall have 48 hours' notice with the agenda limited "only" to the special items to be considered.

Meetings cancelled due to inclement weather shall be cancelled by the chairman prior to 4:00 p.m. on the evening of the meeting. The chairman must notify the Staff Liaison and the Boards & Commission Admin Staff Assistant in order to officially cancel the meeting and ensure that appropriate notice is provided to the Village Clerk's office for posting.

### 2. Quorum for Official Meeting

#### Statutory Boards/Commissions – Quorums

- Planning and Zoning Commission
- Fire & Police Pension Boards
- Fire & Police Commission

A majority of the authorized members of the commission or board constitutes a quorum to do business. "Authorized members" shall be the number of members authorized by the enabling Village resolution or ordinance. At an official meeting, a smaller number may convene and discuss matters, but the only formal action they may take is to set a new meeting date.

As boards/commissions increase, the number of members which constitutes a majority of a quorum also increases, as follows:

Number of Members	Quorum	Majority of a Quorum
3	2	2
5	3	2
7	4	3
9	5	3
11	6	4
13	7	4
15	8	5
17	9	5

Each commission or board will appoint a member to take meeting minutes. All Staff Liaisons have been instructed not to take meeting minutes. Exceptions to this procedure apply to the Planning and Zoning Commission.

Meeting minutes should contain the date, time and place of the meeting; members present and absent; summary of all discussion on all matters proposed, deliberated or decided in record of any votes taken. Once taken, typed minutes should be given to the Boards and Commissions Administrative Staff Assistant within forty-eight (48) hours of the meeting. The Boards and Commissions Administrative Staff Assistant will photocopy and distribute packets (including the agenda for the next meeting) to all members, President and Board, and appropriate staff one week prior to the next meeting. Minutes shall be approved at a subsequent meeting upon the vote of members present at the prior meeting. Abstentions are counted with the majority. No commission or board may create sub-committees, but members of the Commission or board may be assigned to meet in project groups or work sessions so long as they are in compliance with the Open Meetings Act which would require a majority of a minimum quorum to give notice (example: with a membership of 9, notice is required if 3 or more meet).

#### **15. Meeting Rules of Order**

All meetings should be conducted in accordance with Robert's Rules of Order (current edition available for reference in the Village Clerk's office and with the Boards and Commissions Administrative Staff Assistant) with the understanding that sometimes formalities may be waived. The chairman is responsible for ensuring that decorum is maintained and that the business before the board or commission is properly completed.

#### **16. Electronic Attendance at Meetings**

The following rules shall apply for the participation by a Board or Commission member through the use of electronic means:

A. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting:

- 1) the member cannot attend because of personal illness or disability; or
- 2) the member cannot attend because of employment purposes or the business of the Village; or
- 3) the member cannot attend because of a family or other emergency.

B. A quorum of a quorum of members must be physically present at the location of the meeting. Only one member of the Board or Commission who is not physically present at any meeting may participate in the meeting by electronic means consistent with the rules set forth in this section.

C. The member shall notify the Boards and Commissions Village Staff Liaison, and the Boards & Commissions Assistant by 3:00 p.m. on the scheduled day of the meeting, unless impractical, so that necessary communications equipment can be arranged. Notice can be made by email or phone call and the time of phone call will be documented. The Village Staff Liaison or the Boards & Commissions Assistant will notify the Chairperson of the Board or Commission

RESOLUTION NO. \_\_\_\_\_ - 2011

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION ADOPTING A POLICY TO STAY  
PLANNING AND ZONING COMMISSION PETITIONS  
FOR PETITIONERS NOT IN COMPLIANCE WITH VILLAGE CODES

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

Section 1: The Village of Hoffman Estates shall stay petitions of petitioners before the Planning and Zoning Commission who are not in compliance with approved site plans or other Village codes at the time of or subsequent to the filing of the petitioner for review before the Planning and Zoning Commission.

Section 2: That an aggrieved petitioner subject to a stay may, upon request, be heard before the Village Board, and for good cause shown, be granted relief from such stay.

Section 3: This resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

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

ATTEST:

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



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization of a contract for engineering services with Frank Novotny & Associates, Inc., Willowbrook, IL, for the Phase 2 Barrington Square Street Light Improvements as part of the Community Development Block Grant Program, in an amount not to exceed \$26,000

**MEETING DATE:** May 9, 2011

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta 

**REQUEST:** Request authorization of a contract for engineering services with Frank Novotny & Associates, Inc., Willowbrook, IL, for the Phase 2 Barrington Square Street Light Improvements as part of the Community Development Block Grant Program, in an amount not to exceed \$26,000.

**BACKGROUND:** In the Village's 2006-2010 Consolidated Plan for the CDBG Program, one of the primary infrastructure projects identified was the upgrade of the street lights in the Barrington Square neighborhood. The entire project is funded by the Community Development Block Grant (CDBG) Program.

After completing a competitive bid process, the Village selected Frank Novotny & Associates to design the project and manage the bidding and construction inspection processes. The consultant and staff worked for months to define the full scope of the lighting improvements in this area. After completing an overall preliminary design for the entire neighborhood and developing cost estimates, it became necessary to divide the project into two phases based on the availability of funding from the CDBG Program. The Village Board endorsed this phasing approach at the time the Phase 1 construction contract was awarded. Phase 1 was constructed in 2009 and included lights within the public right of way along Governors Lane, Kensington Lane, and Abbey Wood Drive.

Phase 2 will include lights within the public right of way along Raleigh Place, Bayberry Lane, Raleigh Lane, Garden Terrace, Sudbury Drive, and Island View Court.

**DISCUSSION:**

This contract will be for professional engineering services for development of detailed construction plans, preparation and management of the construction bid process, and management of the construction and inspection process. The overall preliminary planning work for this project was completed as part of the Phase 1 project, along with significant field surveys and investigations involving some uncertain existing conditions. The Phase 2 project scope will be an extension of the Phase 1 project. All power and control items are coordinated with the work that was constructed in Phase 1.

Planning and Public Works staff worked closely with Frank Novotny & Associates to complete the Phase 1 project and it is expected that most of the same Phase 1 personnel will be assigned to work on Phase 2. After the bid documents are prepared, the construction project will be put out to bid and the construction contract will be brought before the Public Works Committee as part of the award process.

Frank Novotny & Associates has provided the attached contract with a cost estimate for their Phase 2 work.

<b>Summary of Recommended Expenditures</b>	
<b>Frank Novotny &amp; Associates</b>	<b>\$ 22,425</b>
<b>15% Contingency \$3,363.75 (rounded up)</b>	<b>\$ 3,575</b>
<b>TOTAL</b>	<b>\$ 26,000</b>

**FISCAL IMPACT:**

The Phase 2 lighting project was allocated \$150,000 in the Village's Program Year 4 CDBG Annual Action Plan. The CDBG Program also has an approximately \$20,000 of additional infrastructure funds that can be available for this project, if needed. No Village General Funds will be used for this project.

**RECOMMENDATION:**

Request authorization of a contract for engineering services with Frank Novotny & Associates, Inc., Willowbrook, IL, for the Phase 2 Barrington Square Street Light Improvements as part of the Community Development Block Grant Program, in an amount not to exceed \$26,000.

Attachment

cc: Bruce A. Hill, P.E. (Frank Novotny & Associates, Inc.)

<b>OWNER:</b>	<b>L O C A L  A G E N C Y</b>	<b>AGREEMENT FOR ENGINEERING SERVICES  FOR  ENGINEERING DESIGN  AND  CONSTRUCTION ENGINEERING</b>	<b>C O N S U L T A N T</b>	<b>ENGINEER:</b>
Village of Hoffman Estates				Frank Novotny & Associates, Inc.
<b>Address:</b>				<b>Address:</b>
1900 Hassell Road				825 Midway Drive
<b>City:</b>				<b>City:</b>
Hoffman Estates, IL 60169	Willowbrook			
<b>Project No.:</b>		<b>State:</b>	<b>Zip:</b>	
09093		Illinois	60527	

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, **2011**, by and between **FRANK NOVOTNY & ASSOCIATES, INC.**, whose address is 825 Midway Drive, Willowbrook, Illinois 60527, hereinafter called the "**ENGINEER**", and the **VILLAGE OF HOFFMAN ESTATES**, whose address is 1900 Hassell Road, Hoffman Estates, Illinois 60169, hereinafter called the "**OWNER**", covers certain professional Engineering Services in connection with the proposed improvement designated as **Barrington Square C.D.B.G. Street Lighting Improvements – Phase 2**, which scope of construction work consists of the installation of new lighting standards, lighting controllers and underground electrical cable, in portions of the area designated as Barrington Square.

**WITNESSETH THAT**, in consideration of these premises and of the mutual covenants herein set forth,

**THE ENGINEER AGREES,**

**I.** To perform or be responsible for the performance of the following Engineering Services for the Owner in connection with the proposed improvement hereinbefore described:

- a. Prepare a comprehensive assessment of the existing lighting equipment and control system in the entire Barrington Square Area (with a professional electrical contractor).
- b. Make such detailed surveys as are necessary for the preparation of detailed Plans.
- c. Make complete general and detailed Plans, Special Provisions, Proposals, and Estimates of Probable Cost, and furnish the Owner with five (5) copies of the Plans, Special Provisions, Proposals and Estimates. Additional copies of any or all documents, if required, shall be furnished to the Owner by the Engineer at his actual cost for reproduction.
- d. Make or cause to be made such soil samples and analyses thereof in order to determine if proposed project excavations will generate contaminated soil. Such investigations are



to be made in accordance with the current requirements of the Illinois Environmental Protection Agency.

- e. Breakdown the complete overall project into sensible smaller projects dependent upon money availability.
- f. Coordinate improvements with utility companies in order to identify underground and overhead utility lines within the project limits.
- g. Make project presentation to Village Sub-Committee and Public, if required.
- h. Coordinate improvements with Village Staff and various Homeowner Associations within the project limits.
- i. Make or cause to be made such sewer televising investigations as may be required to furnish sufficient information for the design of the proposed improvement.
- j. Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
- k. Prepare reports or permit applications for Army Corps of Engineers and/or IDNR Division of Water Resources permits, or other detailed hydraulic reports that are required by any agency having jurisdiction over part of this project, including countywide stormwater and special management area permits.
- l. Furnish the Owner with ten (10) copies, with recordable original, of surveys and drafts of all necessary right-of-way dedications, boundary and lot surveys, construction easements, and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.
- m. Submit Plans and Specifications to the regulatory agencies for routine permits and/or approvals not noted above.
- n. Assist the Owner in the tabulation and interpretation of the Contractors' proposals.
- o. Furnish construction observation. Construction observation shall include:
  1. Consultation on interpretation of Plans and Specifications and any changes under consideration as construction proceeds.
  2. Periodical job-site observation by the Engineer, or his representatives, as construction progresses.
  3. Overseeing the testing of electrical cable to determine whether the completed project meets the requirements as outlined in the Specifications.
  4. Preparing and/or checking all payment estimates, change orders, records, and reports required by the Owner or governmental agencies, including required C.D.B.G. documentation. Engineer shall attempt to submit the Contractor's Mechanics Lien Waivers and Sworn Statements with any payment recommendation; however, if such are not provided, then the payment recommendation shall be conditioned upon their receipt.

5. Periodic observation of the Contractor's operations to endeavor to guard the Owner against defects and deficiencies in the Work, and to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Engineer will organize and keep the project records. Engineer shall attempt to provide written notice to Owner of Contractor's failure to carry out the work in substantial accordance with the Contract Documents, of which Engineer has actual notice, and of the corrective action required to remedy same.
  6. Reviewing all shop and working drawings for the purpose of checking for conformance with Contract Documents and the design concept.
  7. Reviewing and checking all reports by testing laboratories on equipment and material tested.
  8. Compiling a final punchlist relating to the completed Work, and preparation of final papers and reports, including final C.D.B.G. documentation.
  9. Revision of Contract drawings to show location and nature of improvement as record drawings, from information furnished by the Contractor.
- ▣ p. Provide construction layout and staking.
- ▣ q. Furnish or cause to be furnished:
1. Proportioning and testing of concrete mixtures in accordance with the "Manual of Instructions for Concrete Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the Illinois Department of Transportation.
  2. Proportioning and testing of bituminous mixtures (including extracting test) in accordance with the "Manual of Instructions for Bituminous Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the Illinois Department of Transportation.
  3. Compaction tests as required by the Specifications.
  4. Quality and sieve analyses on local aggregates to see that they comply with the Specifications contained in the Contract.
  5. Furnish inspection of materials when inspection is not provided at the sources by the Bureau of Materials of the Illinois Department of Transportation, if required by the Owner.

II. That all reports, Plans, plats, and Special Provisions to be furnished by the Engineer pursuant to this Agreement will be in accordance with the current generally accepted standards of design professionals performing such engineering services; it being understood that all such reports, plats, Plans and drafts, shall before being finally accepted, be subject to approval by the Owner.

III. To attend conferences to be held at the request of the Owner in addition to normal visits for observation purposes, and visit the site and review the work at any reasonable time when requested to do so by the Owner.

IV. That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this Agreement, will be made available, upon request, to the Owner without cost and without restriction or limitation as to their use.

V. In the event Plans or surveys are found to be in error during construction of the PROJECT due to the negligence or willful misconduct of the Engineer, and revisions of the plans or survey corrections are necessary, the Engineer agrees that he will perform such work without expense to the Owner even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.

VI. To make such changes in working Plans, including all necessary preliminary surveys and investigations, as may be required after the award of the construction Contract and during the construction of the improvement.

VII. That all Plans and other documents furnished by the Engineer pursuant to this Agreement will be endorsed by him and will show his professional seal where such is required by law.

VIII. To carry General Liability insurance in the amount of not less than \$1,000,000; Workman's Compensation of not less than \$500,000; and Professional Liability insurance of not less than \$1,000,000, and shall name the Owner as "Additional Insured" on the General Liability policy, when requested to do so.

**THE OWNER AGREES,**

I. To pay the Engineer as compensation for all services performed as stipulated in Paragraphs I-b, c, e, f, m and n of "THE ENGINEER AGREES" in accordance with one of the following methods as marked:

- a. A sum of money equal to \_\_\_\_\_ percent of the awarded Contract price for the proposed improvement.
- b. A sum of money equal to the percentage of the awarded Contract cost for the proposed improvement as approved by the Owner based on the following schedule:

**SCHEDULE FOR PERCENTAGES BASED ON AWARDED CONTRACT COST**

First	\$ 50,000 .....	<u>10.00%</u>
Next	\$ 50,000 .....	<u>8.50%</u>
Next	\$ 100,000 .....	<u>7.10%</u>
Next	\$ 200,000 .....	<u>6.20%</u>
Next	\$ 200,000 .....	<u>5.70%</u>
Next	\$ 450,000 .....	<u>5.60%</u>
Next	\$1,000,000 .....	<u>5.00%</u>
Next	\$2,000,000 .....	<u>4.50%</u>
Next	\$6,000,000 .....	<u>4.30%</u>

(See Exhibit "A" for Estimate of Cost).

- c. A lump sum fee of \$ \_\_\_\_\_.

II. The Owner agrees to allow the Engineer to sublet all of the services provided under Paragraphs I-d, i, j, k, l and q and the Electrical Contractor's services provided under Paragraph

1-a of "THE ENGINEER AGREES". The Owner will pay the actual cost to the Engineer plus a five percent (5%) service charge. The Cost to Engineer is to be verified by furnishing the Owner copies of paid invoices from the party doing the work. (See Exhibit "A" for Estimate of Cost). The Owner shall preapprove any and all subconsultants selected by the Engineer.

III. To pay for the services stipulated in Paragraph I-a, g, h, o and p of "THE ENGINEER AGREES", a sum of money:

- a. Based on the hourly rates stipulated below for personnel assigned to this project as payment in full to the Engineer for the actual time spent in providing these services, the hourly rates include profit, overhead, readiness-to-serve, insurance, social security and retirement deductions. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed.

<u>Grade Classification of Employee</u>	<u>Hourly Rate</u>
Principal	\$143.00 - \$152.00
Project Manager	\$110.00 - \$138.00
Project Engineer	\$100.00 - \$112.00
Senior Technician	\$109.00 - \$143.00
CAD Technician	\$ 95.00 - \$105.00
GIS Technician	\$ 65.00 - \$ 77.00
Technical Assistant	\$ 40.00 - \$ 65.00

If the Engineer incurs and must pay his employees overtime at premium rates, the billable rate charged above for each respective employee so affected shall be increased by twenty-five percent (25%).

The hourly rates itemized above shall be effective the date the parties, hereunto entering this Agreement, have affixed their hands and seals and shall remain in effect until December 31, 2011. In event the services of the Engineer extend beyond that date, the hourly rates will be adjusted yearly by addendum to this Agreement to compensate for increases in the salary structure of the Engineer that are in effect at that time. (See "Exhibit A" for Estimate of Cost).

- b. Equal to \_\_\_\_\_ percent of the final construction cost.

IV. That payments due the Engineer for services rendered pursuant to this Agreement will be made as soon as practicable after the services have been performed, in accordance with the following schedule.

- a. Upon completion of preliminary design criteria, preliminary Plan layout and rough Estimates of Probable Cost based upon these Plans, thirty percent (30%) of the design fee as determined by the Estimate of Probable Cost.
- b. Upon completion of detailed Plans, Special Provisions, Proposals and Estimate of Cost - being the work required by Paragraphs I-a, b, c, d, e, f, g, h, i, j, k, l and m of "THE ENGINEER AGREES" - to the satisfaction of the Owner, ninety percent (90%) of the total fee based on the above fee schedule and the approved Estimate of Probable Cost less any previous payments.
- c. Upon award of the Contract for the improvement by the Owner, one hundred percent (100%) of the total fee based on the above fee schedule and the awarded Contract cost, less any previous payments.



- d. Upon completion of the construction of the improvement, ninety percent (90%) of the fee due for services stipulated in Paragraphs l-o, p and q.
- e. Upon completion of all final reports required by the Owner and acceptance of the improvement, one hundred percent (100%) of the total fees due under this Agreement, less any previous payments.

Partial payments, not to exceed ninety percent (90%) of the amount earned, may be made from time to time as the work progresses.

**V.** That, should the improvement be abandoned at any time after the Engineer has performed any part of the services provided for in Paragraphs l-b and l-c, and prior to the completion of such services, the Owner shall reimburse the Engineer an amount which bears the same ratio to the total fee otherwise payable under this Agreement as the services actually rendered hereunder by the Engineer bear to the total services necessary for the full performance of this Agreement, such payment plus all reimbursable payments then due, shall be in full discharge of all rights of the Engineer under this Agreement.

**VI.** That should the Owner require changes in any of the detailed Plans, Specifications or estimates (except for those required pursuant to Paragraph V of "THE ENGINEER AGREES") after they have been approved by the Owner, the Owner will pay the Engineer for such changes at the hourly rates noted in Paragraph III(a) of the above, and for his sublet expenses as noted in Part II above. It is understood that "changes" as used in this paragraph shall in no way relieve the Engineer of his responsibility to prepare a complete and adequate set of Plans.

**VII.** That, should the completion of the improvement extend beyond the time limit given in the construction contract, the Owner will pay the Engineer, in addition to the fees provided herein, his cost incurred beyond such time limit - at the hourly rates noted in Section III(a) above, and or his sublet expenses as noted in Part II above.

**VIII.** That, the Engineer makes no warranties, either expressed or implied, in connection with this Agreement or the services provided thereunder, and shall not be responsible for the Contractor's or subcontractors means, methods, techniques, sequences or procedures, timely performance, safety programs and precautions incident thereto, or construction, since they are solely the Contractor's rights and responsibilities under the Contract documents; and that the Engineer has no authority to stop work on behalf of the Owner. Nor shall the Engineer be responsible for the acts or omissions of the Owner provided that the Engineer has properly executed his duties. The Engineer shall not be responsible for the failure of the Owner, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the project documents or any other agreement concerning this project.

**IX.** That, since the Engineer has no control over the cost of labor, material and equipment, the estimate of probable construction cost is not a guarantee of actual construction cost, but is the Engineer's professional opinion as to the probable cost of construction at the time of preparation of the estimate.

**X.** That should the Owner require the Engineer to purchase insurance over and above the coverage normally carried by the Engineer and noted in Part VIII of the "ENGINEER AGREES", or require that the Owner be named as an "additional insured" on the Engineer's policy, the Owner will reimburse the Engineer at his actual invoice cost for the additional insurance coverage requested.

**IT IS MUTUALLY AGREED,**

I. The laws governing this Agreement shall be the laws of the State of Illinois.

II. This Agreement may be terminated by the Owner upon giving notice in writing to the Engineer at his last known post office address. Upon such termination, the Engineer shall cause to be delivered to the Owner all drawings, Specifications, partial and completed estimates and data if any from traffic studies and soil survey, subsurface and sewer televising investigations with the understanding that all such material becomes the property of the Owner. Owner acknowledges that if conflicts exist between electronically transmitted documents and hard copy documents, the hard copy documents prevail. If the Agreement is terminated or the Contract for Construction has not been awarded one (1) year after the acceptance of the Plans by the Owner, the Engineer shall be paid for services completed and services partially completed, an amount which bears the same ratio to the total fee otherwise paid under this Agreement as the services actually rendered hereunder by the Engineer bear to the total services necessary for the full performance of this Agreement and such payment, plus all reimbursable payments then due, shall be in full discharge of all rights of the Engineer under this Agreement

III. That if the contract for construction has not been awarded one (1) year after the acceptance of the Plans by the Owner, the Owner will pay the Engineer the balance of the engineering fee due to make one hundred percent (100%) of the total fees due in accordance with the terms of this Agreement, based on the Estimate of Probable Cost as prepared by the Engineer.

EXECUTED BY THE OWNER, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

VILLAGE OF HOFFMAN ESTATES  
1900 HASSELL ROAD  
HOFFMAN ESTATES, ILLINOIS 60169

By: \_\_\_\_\_

Printed  
Name/Title: William D. McLeod, Mayor

ATTEST:

By: \_\_\_\_\_

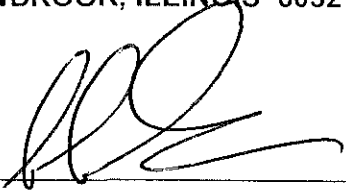
Printed  
Name/Title: Bev Romanoff, Clerk

(S E A L)

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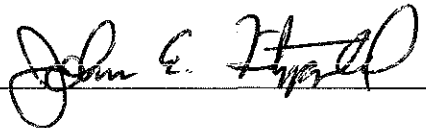
EXECUTED BY THE ENGINEER, this 7 day of April, 2011.

FRANK NOVOTNY & ASSOCIATES, INC.  
825 MIDWAY DRIVE  
WILLOWBROOK, ILLINOIS 60527

By:  \_\_\_\_\_

Printed  
Name/Title: James L. Cainkar, President

ATTEST:

By:  \_\_\_\_\_

Printed  
Name/Title: John E. Fitzgerald, Secretary

(S E A L)

EXHIBIT "A"

ESTIMATE OF COST

1.	DESIGN ENGINEERING FOR ALL DESIGN SERVICES, EXCEPT FOR 1-G and 1-H OF THE "ENGINEER AGREES" SECTION:	
	• Estimated Construction Cost.....	\$125,000.00
	• First \$ 50,000.00 @ 10.00% =	\$ 5,000.00
	• Next \$ 50,000.00 @ 8.50% =	\$ 4,250.00
	• Next \$100,000.00 @ 7.10% =	<u>\$ 1,775.00</u>
	Sub-Total.....	\$11,025.00
2.	DESIGN ENGINEERING FOR 1-G AND 1-H OF THE "ENGINEER AGREES" SECTION:	
	• Estimated Design Fee.....	\$ 1,300.00
3.	CONSTRUCTION ENGINEERING:	
	• Estimated Construction Fee.....	\$ 8,000.00*
4.	MATERIAL TESTING:	
	• Estimated Material Testing Services.....	\$ 1,000.00
	• Estimated Soil Analysis Services per IEPA Requirements.....	<u>\$ 1,100.00</u>
	<b>ESTIMATED TOTAL ENGINEERING.....</b>	<b>\$22,425.00</b>

\*This total is based on an average daily inspection time of 2 to 3 hours and will vary based on how often the owner requests that a representative from Frank Novotny & Associates, Inc. be on site.



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

**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE  
MAY 2011**

(NOTE: Items in *italicized text* indicate projects with a high level of activity during the most recent monthly period.)

**PLAN COMMISSION**

**APRIL 20, 2011 - MEETING SUMMARY**

APPLICANT ADDRESS	REQUEST	RESULT
Huntington 90, northwest corner of Central & Huntington	Plat of resubdivision	Approved
St. Alexius Medical Center, 1555 Barrington Road	Preliminary & final site plan for building addition and preliminary plat of easement for utilities	Approved

**May 4, 2011 - MEETING SUMMARY**

APPLICANT ADDRESS	REQUEST	RESULT
Meeting cancelled		

**Upcoming Meeting: May 18, 2011**

Meeting cancelled

**Upcoming Meeting: June 1, 2011**

Meeting cancelled

**Upcoming Petitioners and Related Activities**

*Funeral Home, northwest corner of Hassell and Pembroke - Site plan for new building*  
*Alliance Church, 665 Grand Canyon Parkway - Site plan for building and parking lot expansion*  
*Beverly Properties, southwest corner of Beverly and Higgins Road - Site plan for apartments*  
*Strawberry Hill Shopping Plaza - Site plan amendment for facade/landscaping renovation*  
*Barrington Square Town Center - Site plan modifications related to the demolition of Burger King*  
*5448 Prairie Stone Parkway - Site modifications as part of tenant build-out*  
*5400 Prairie Stone Parkway - Site modifications as part of tenant build-out*  
*Former Shell Gas Station, 2599 W. Higgins - Site plan for redevelopment*  
*Police Department, 411 Higgins Road - Rezoning, plat of consolidation*  
*Former Myoda, 1070 Roselle Road - Demolition and site plan for a bank*  
*31 Golf Center, Royal Steak & Seafood Buffett - Site plan modifications along building frontage*  
*Devonshire Woods - Site plan amendment and plat of consolidation as part to separate the project into two phases*

**Inactive (projects that are in the review process, but applicant has not responded in several weeks)**

Valli Produce, Roselle Road - Site plan amendment for emergency generator  
 Marathon, 1300 Higgins Road - Site plan amendment for site improvements  
 Jiffy Lube, 1 W. Higgins Road - Site plan amendment for facade renovation  
 Motor Werks/Mercedes Benz - Site modifications for carwash area  
 Prairie Stone Parcel 16 - Site plan for hotel and restaurant  
 Prairie Stone Parcel 24, Prairie Stone Crossing - site plan for new restaurant

**ZONING BOARD OF APPEALS**

**APRIL 19, 2011 - MEETING SUMMARY**

<b>APPLICANT ADDRESS</b>	<b>REQUEST</b>	<b>RESULT</b>
Resident, 350 Pleasant Street	Variation to permit driveway not leading to approved parking structure	Approved
T-Mobile/Salem & Bode Apartments, 750 Salem Drive	Special use for rooftop cellular antennas	Approved
St. Alexius Medical Center, 1555 N. Barrington Road	Special use for hospital building expansion	Approved

**MAY 3, 2011 - MEETING SUMMARY**

<b>APPLICANT ADDRESS</b>	<b>REQUEST</b>	<b>RESULT</b>
Barrington Lakes Apartments	Text Amendment & Master Sign Plan	Approved
T-Mobile/ HE Park District, Cannon Crossing	Special use and variation for cellular antenna tower	Denied

**Upcoming Meeting: May 17, 2011**  
Meeting cancelled

**Upcoming Petitioners:**  
Pratum Partners, LLC - Master Sign Plan amendment for wall signs at Prairie Stone Corp. Center  
Alliance Fellowship Church, 665 Grand Canyon - Special use and floor area ratio variation for church  
Former Shell Gas Station, 2599 W. Higgins - Special use for service station  
Funeral Home, northwest corner Hassell & Pembroke - Special use for funeral home  
Marathon, 1300 Higgins Road - Master Sign Plan

**GENERAL ACTIVITIES**

**General Planning Efforts** – Staff is working on updates and changes to the documents and processes necessary for the new Planning and Zoning Commission meetings to begin in late-June.

Staff continues to meet with developers to discuss various sites that may be the subject of development or redevelopment. Staff continues to have ongoing discussions with the bank controlling the vacant Beacon Pointe Phase II property (proceeding through foreclosure process) to monitor future development possibilities.

Planning responded to several Freedom of Information Act requests during the past month. These requests generally involve research and review of site plans, ordinances, meeting minutes, correspondence and other documents.

**Websites** – Planning staff continues to regularly update the Planning, CDBG, Census, Green, Grants, and Economic Development portions of the Village website. Upcoming efforts will involve changes related to the new Planning and Zoning Commission. Planning staff continues to perform all regular updates to the Village’s [www.visithoffman.com](http://www.visithoffman.com) tourism website, where detailed information can be found on events, dining, lodging, entertainment, and shopping opportunities.

**Poplar Creek at 59/90 Entertainment District** - Planning staff continues to work with the Economic Development Division on marketing and branding for the Prairie Stone Entertainment District. Coordination is being done with businesses, regarding signage needs and how they will fit with the Village efforts.

**Subdivision Acceptance** - Planning staff continues to work with other departments on final punch list inspections for subdivision acceptance of Beacon Pointe, Devonshire Woods, Yorkshire Woods and Beacon Pointe Drive extension.

**Beacon Pointe Phase 1** – Subdivision has been accepted and is the maintenance phase.

**Beacon Pointe Drive extension** – Staff is working with Engineering to get the road completed with the project guarantee money that was recently received. Staff is working to maximize the amount of work that can be completed with the available funds.

**Devonshire Woods** – Staff continues to work with the bank that currently owns Devonshire Woods to get the north end of the subdivision completed and has presented punch lists to get that work done as soon as possible for the benefit of the current homeowners. The south portion will be consolidated through a new plat and marketed for sale to a new builder.

**Yorkshire Woods** - Staff continues to work with the Engineering Division to get the bonding company to complete all outstanding issues and finish this subdivision as soon as possible for the benefit of the residents in that subdivision.

**Autumn Woods** – The Village has approved a plat of consolidation for the first unit to return the platted lots back to one large parcel. This will prevent sales of individual, unimproved lots without Village approval. Only some grading and detention work has been completed and the developer is marketing the entire property for sale.

### **GREEN INITIATIVES**

*The Planning Division maintains up to date information on current green programs under the Village's Growing to Greenness initiative on the Village's website at [www.hoffmanestates.org/green](http://www.hoffmanestates.org/green).*

**Green Business Recognition Program** - The Green Business Recognition Program launched in early March 2011 and several applications for recognition have already been submitted. Staff is processing applications as they arrive, and finalizing details of announcing the recognized *Green Businesses*. Tentative plans are to announce the first Green Businesses in early summer and include an article in the *Citizen*. The application for green business recognition is located on the Village's website, accessible via the Growing to Greenness page or the Business tab on the main page.

The Chicago Metropolitan Agency on Planning (CMAP) plans to highlight on their website the Village's Program as an example of a green initiative being implemented in the Chicago region.

**Awards and Activities** - The Village applied for the U.S. Conference of Mayors Climate Award and applied to raise the Village's Clean Air Counts Community status from Gold level to Platinum.

### **2010 CENSUS**

According to the recently released census information, the Village has a population of 51,895. This represents an increase of 2,400 residents since the last decennial census in 2000. The initial information released included the total population, race breakdown, and number of housing units. The Planning Division will continue to monitor the release of additional 2010 Census information and update the Village's website at [www.hoffmanestates.org/census](http://www.hoffmanestates.org/census) as needed.

### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

*The Division maintains up to date CDBG Program information, including copies of past documents, public meeting notices, RFPs, and current status for ongoing CDBG activities on the Village's website at [www.hoffmanestates.org/cdbg](http://www.hoffmanestates.org/cdbg).*

**General** - The Village received the Program Year 5 grant award (\$327,334) from HUD and received program fund transfer. Funds will be spent in accordance with the previously approved Annual Action Plan.

**5-Year Consolidated Plan** - Staff is working on the next five-year Consolidated Plan, which is due in August 2011. This Plan will address Village program goals for the next five years. The initial draft plan is currently being reviewed by the Village's CDBG consultant and staff, and a final draft version will be available on June 1 for review.

***Single-Family Housing Rehabilitation*** - North West Housing Partnership (NWHP), acting as the Village's subrecipient, is currently working with several homeowners on the loan and construction application process for single family home rehabilitation projects. A total of 20 projects have been completed since 2006. Several households are on the current waiting list.

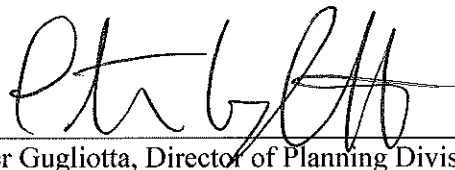
***Infrastructure Improvements*** – Staff is working with Novotny consultants, on Phase II of the Barrington Square neighborhood lighting improvements. Novotny partnered with the Village in completion of Phase I of the lighting improvements. This project is targeted for October 2011 construction.

#### **GRANTS**

*The Planning Division maintains up to date information, including a summary of current grant efforts and transparency reporting information, on the Village's website at [www.hoffmanestates.org/grants](http://www.hoffmanestates.org/grants).*

Staff continues to pursue additional rebates for current EECBG lighting projects and continues to search for and investigate new grant opportunities through a variety of sources. Quarterly federal grant reporting was completed in April. The most recent expenditures of these grants was recorded in the Grant Summary provided at the end of March, 2011 and a full spreadsheet of all grants is available at [www.hoffmanestates.org/grants](http://www.hoffmanestates.org/grants).

A copy of the current grant summary document is attached.

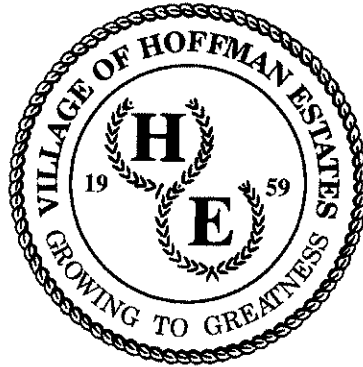


\_\_\_\_\_  
Peter Gugliotta, Director of Planning Division

**Major & New Grant Summary (current as of April 2011):**

<b>ARRA Grant</b>	<b>Amount Received</b>	<b>Amount Expended</b>	<b>Project</b>	<b>Status</b>
Energy Efficiency and Conservation Block Grant (EECBG)	\$515,100	\$268,440.61	Fund initiatives for public facilities and residents.	The Energy Audit program continues and Code staff now BPI certified (energy certification). Parking lot lighting and Village Hall roof projects complete. All recycling containers purchased. Some funds drawn for staff time. Additional projects brought to Committee in January for approval to utilize left-over funds.
Local Energy Assurance Planning (LEAP) Grant	\$98,556	\$2,864.14	Create emergency energy plans; assess Village facilities; education for local businesses	Project Management Plan complete. Some staff time drawn for project management and RFP work. Task force meeting held. Board approved selected consultant in early February. Work with consultant began in mid-March.
Communities Putting Prevention to Work (CPPW)	\$48,000 plus possible \$10,000 supplement	\$0	Install bike route signs and complete streets policy	Initial meetings kick-off meetings have occurred.
<b>Non- ARRA Grant</b>	<b>Amount Allocated/ Received</b>	<b>Amount Expended</b>	<b>Project</b>	<b>Status</b>
Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Efficiency Incentives	\$11,438	\$11,438 (reimbursed)	Supplemental funding for multiple lighting projects funded by the Energy Efficiency and Conservation Block Grant (EECBG). The Village received its reimbursement check for \$7,227 for the Village Hall parking lot lighting upgrade project.	2 projects have been completed and received reimbursement. Pre-applications for 2 lighting projects (+\$11,000) have been submitted.
Firefighters Assistance Grant from FEMA	\$312,000	\$312,000	Purchase 13 Cardiac Monitors and Defibrillators.	Vendor has been selected and item brought to Village Committee on Feb. 28 <sup>th</sup> for approval to purchase monitors for \$371,925.
Emergency Operations Center – Technology Grant	\$70,000	\$16,275.02	Federal funding for technology at the new EOC, including communications and video equipment.	Some equipment has been purchased, and the project has released RFP for the remainder.
Illinois Department of Commerce and Economic Opportunity (DCEO) Construction Grants	\$825,000 anticipating total of \$1,325,000	\$825,000	Reimbursement funding for construction costs at Police & EOC Building, 411 W. Higgins Rd	Four grants have finished processing; waiting on State to finalize one.
Metropolitan Mayors Caucus (MMC)	\$29,926	\$0	Reforestation grant for planting trees to replace Ash trees to prevent infestation of Emerald Ash Borer.	Waiting for planting season and internal finalization of plans to execute.
Federal Emergency Management Agency (FEMA)	\$49,760	\$0	Pays 80% of Fire Department employee physicals in 2010.	Just received notice of award.
Illinois Department of Transportation (IDOT)	\$50,000 (90% grant) Village share: \$5,000	N/A	Evaluation of roundabout safety in location of Bode and Gannon and Bode and Salem as part of planned future Surface Transportation Projects (STP). Joint project with Village of Schaumburg.	Award granted in August. Staff coordinating with Schaumburg & has short list of consultant proposals.
Regional Transportation Authority (RTA) Grant	TBD, estimated \$75,000-\$80,000	N/A	Study to identify and create operating plans for a flexible route (hybrid of traditional fixed and curb to curb service) bus transit service in parts of the Village.	Staff has met with RTA to arrange grant set-up and general schedule of study and results.





**CODE ENFORCEMENT**  
**MONTHLY REPORT**  
**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE**  
**MAY, 2011**

Attached is the monthly report for Code Enforcement for the period ending April 30, 2011.

---

Don Plass, Director of Code Enforcement

**ACTIVITIES**

On April 4-5, 2011, David Banaszynski attended the IEHA's North Chapter Annual Education Conference in LaGrange.

On April 6, 2011, David Banaszynski, Betty Melligan and Bill Chlebik attended the IACE quarterly meeting in Elgin.

On April 7, 2011, Tim Meyer attended the monthly meeting for Northwest Building Officials and Code Administrators (NWBOCA) in Deer Park. The topic was "Special Inspections."

On April 14, 2011, Ray Norton attended a seminar at Northern Illinois University campus in Naperville, IL. The topic was "Fire Protection Systems."

On April 19, 2011, David Banaszynski passed the NIMS 288 – Roles of Volunteer Agencies in Emergency Management course.

On April 20, 2011, Don Plass and Ray Norton toured the US Gypsum Research facility in Libertyville, IL.

On April 28, 2011, Ray Norton and Tim Meyer attended a seminar at the Oak Brook Village Hall. The topic was "IBC 2009 Update Chapters 14 thru 34."

**EMERGENCY CALL OUTS**

No call outs

**DEMOLITION PERMITS**

1766 Highland Blvd. – demolition of house

**CONSTRUCTION INSPECTIONS**

Inspections performed:

Structural	114	Fences	7
Electrical	35	Roofing/Siding	60
Plumbing	32	Patios/Driveways	40
Mechanical	26	Decks	0
Other	5	Sheds	0

CODE ENFORCEMENT MONTHLY REPORT

MAY, 2011

PAGE 3

**FIRE INSPECTIONS**

Inspections performed:

Annual:	125
Re-inspections:	89
Business License Inspections:	6

**ENERGY AUDIT TESTING**

1 Energy Audit was performed  
1 Energy Audit reinspection was performed

**BACKFLOW TESTING**

10 Backflow devices were tested

**CITATIONS**

Miguel Pauda  
20 Arizona  
Exterior sanitation

Paul Stray  
1165 Apple  
Unapproved driveway surface

Gelu Cristea  
400 E. Bluebonnet  
Inoperable vehicle

Anthony Kozlowski  
715 Mohave  
Failure to maintain exterior

Larry Gray  
1695 Kingsdale  
Exterior sanitation

Luis Munoz  
109 Maricopa  
Vacant property in disrepair

Ewa Spitzka  
405 Azalea  
Vacant property in disrepair

Federal Nat'l. Mortgage Assoc.  
540 Glendale  
Debris accumulation

Nipul Patel  
5560 Brentwood  
Working w/o a permit

Monarch Professional Services  
2145 Greystone  
Substandard workmanship

CODE ENFORCEMENT MONTHLY REPORT

MAY, 2011

PAGE 4

Gary Catton  
1685 Bedford  
Vacant property in disrepair

Ping Chen Cheng  
825 Woodlawn  
Outside Storage

Gloria Bergard  
2060 Hilltop  
Vacant property in disrepair

Hassan Rami  
2020 Shepard  
Failure to maintain fence

James Benedict  
3645 N. Firestone  
Temporary lighting exceeding 90 days

Erik Shamoon  
200 Carthage  
Obstruction of right of way

Michael Oshea  
720 Ash  
Inoperable vehicle

Lizeth Fuentes  
1535 Brookside  
Inoperable vehicle

Kris Kim  
961 Freeman  
Failure to maintain pool/deck

Oladeleo Ajayi  
1535 Brookside  
Inoperable vehicle

Armando Vasquez  
5714 Red Oak  
Inoperable vehicle

**MULTI-FAMILY LICENSING REPORT**

Multi Family property managers meeting is scheduled for Tuesday, May 10, 2011.  
The 2011 inspections will be discussed at that time.

**ENVIRONMENTAL HEALTH INSPECTION REPORT**

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

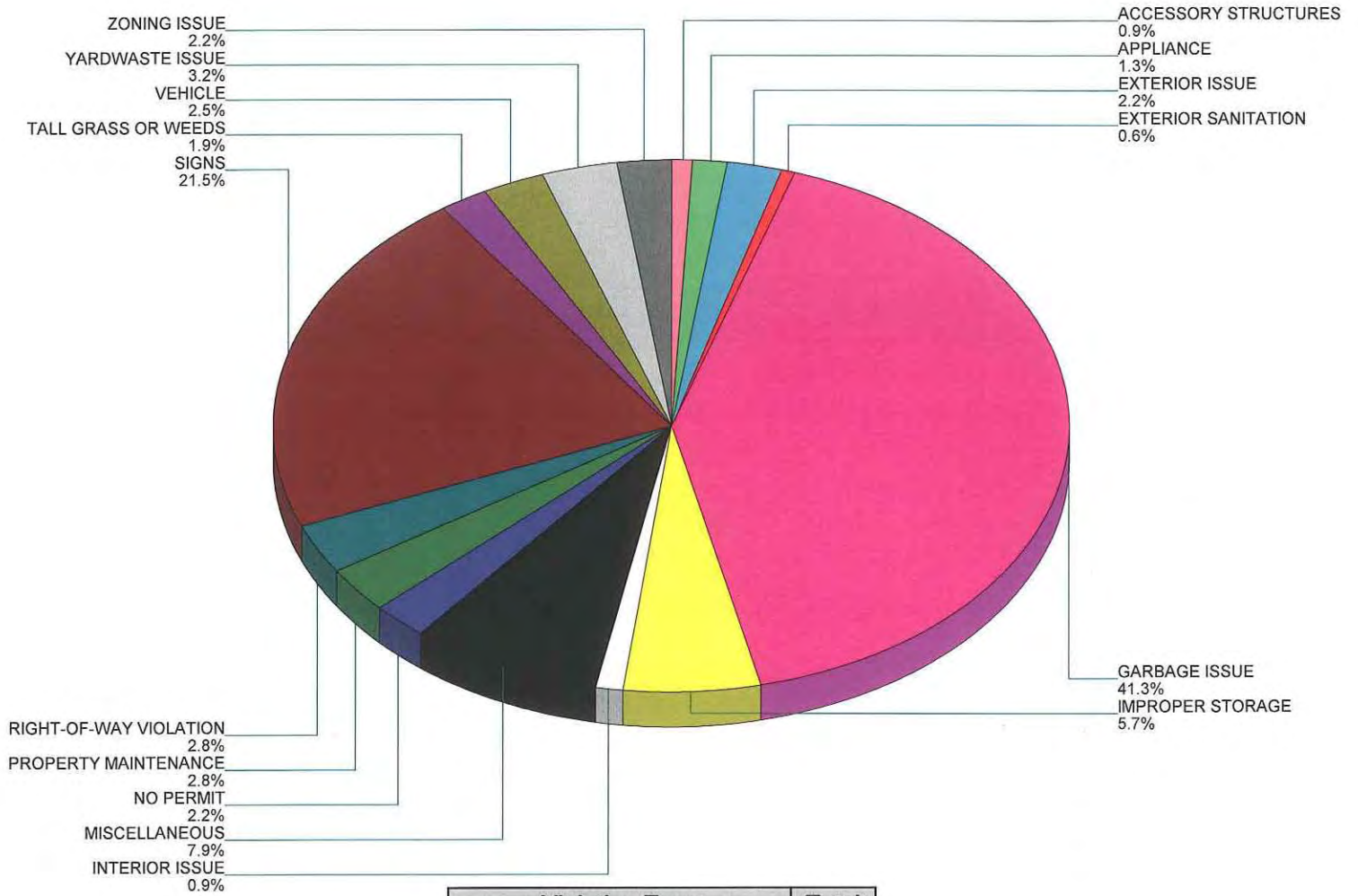
**Health - 45**



Activity	This Month	Year to Date
High Risk Food	6	92
Med Risk Food	28	69
Low Risk Food	1	8
Swimming Pools	0	0
Plan Review	6	9
Day Care	0	0
Complaint	4	18
<b>Totals:</b>	<b>45</b>	<b>196</b>



## Monthly Code Violation Summary Report 4/1/2011 - 4/30/2011



Violation Type	Total
ACCESSORY STRUCTURES	3
APPLIANCE	4
EXTERIOR ISSUE	7
EXTERIOR SANITATION	2
GARBAGE ISSUE	131
IMPROPER STORAGE	18
INTERIOR ISSUE	3
MISCELLANEOUS	25
NO PERMIT	7
PROPERTY MAINTENANCE	9
RIGHT-OF-WAY VIOLATION	9
SIGNS	68
TALL GRASS OR WEEDS	6
VEHICLE	8
YARDWASTE ISSUE	10
ZONING ISSUE	7
<b>TOTAL</b>	<b>317</b>

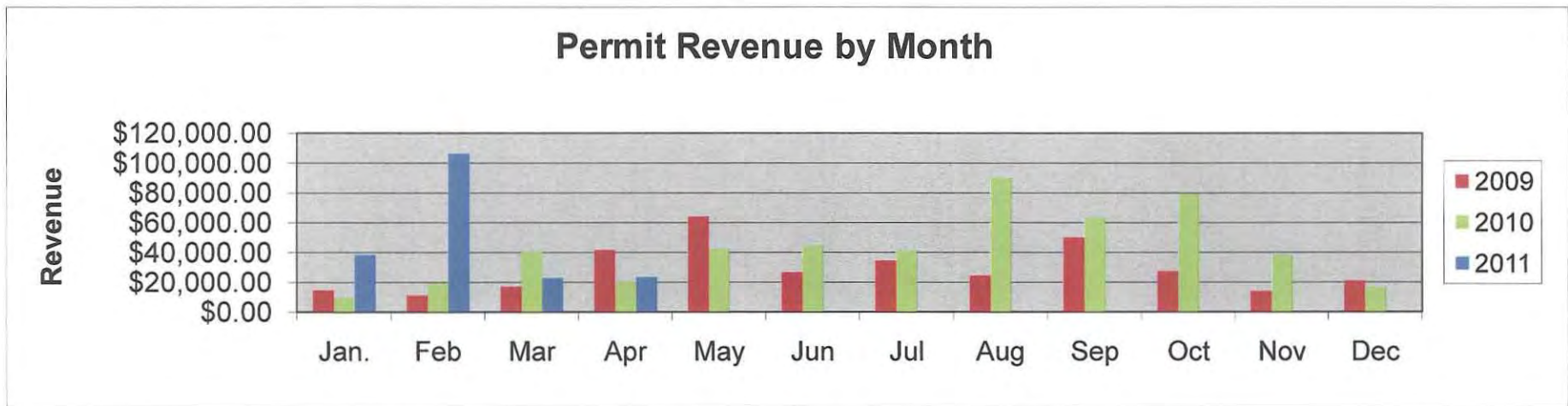
**PERMIT REPORT**

DESCRIPTION	2010 YEAR-TO-DATE # OF PERMITS (not including current month)	2010 APRIL # OF PERMITS	2010 TOTAL YEAR-TO-DATE # OF PERMITS	2011 YEAR-TO-DATE # OF PERMITS (not including current month)	2011 APRIL # OF PERMITS	2011 TOTAL YEAR-TO-DATE # OF PERMITS
Business Remodeling	20	3	23	18	5	23
Demolition	0	1	1	0	1	1
Driveways	4	30	34	4	24	28
Electrical	17	9	26	22	8	30
Fences	15	27	42	3	12	15
Mechanical	18	9	27	26	12	38
Miscellaneous Permits	12	15	27	5	3	8
Multi-Family Remodeling	2	0	2	4	0	4
New Business	0	0	0	0	0	0
Plumbing	46	14	60	66	29	95
Pools - Above Ground	0	3	3	0	1	1
Pools - In-Ground	0	1	1	0	0	0
Residential Decks	2	2	4	2	8	10
Residential Patios	5	14	19	2	15	17
Residential Garages	0	0	0	0	2	2
Residential Remodeling	23	5	28	15	10	25
Residential Sheds	7	4	11	0	2	2
Roofs/Siding	38	135	173	77	88	165
Signs	25	9	34	19	7	26
Single Family Residences	3	1	4	0	1	1
Automatic Fire Alarms	0	0	0	12	3	15
Other Fire Suppression Systems	0	0	0	2	0	2
Fuel Storage Tanks	0	0	0	0	1	1
Hood & Duct Mechanical	0	0	0	0	0	0
Hood & Duct Suppression	0	0	0	2	0	2
Open Burns	0	0	0	3	0	3
Automatic Sprinklers	0	0	0	10	6	16
Temporary Heating	0	0	0	0	0	0
Lock Boxes	0	0	0	5	2	7
Pyrotechnic Displays	0	0	0	0	0	0
<b>TOTALS</b>	<b>237</b>	<b>282</b>	<b>519</b>	<b>297</b>	<b>240</b>	<b>537</b>

### Permit Revenue Comparison

Year	2009	2010	2011
Jan.	\$14,988.31	\$9,880.67	\$38,524.80
Feb	\$11,279.07	\$19,712.60	\$106,450.76
Mar	\$17,251.32	\$41,163.02	\$22,936.21
Apr	\$41,817.20	\$20,664.39	\$23,549.25
May	\$64,316.18	\$42,397.85	
Jun	\$26,933.37	\$44,626.83	
Jul	\$34,829.98	\$41,530.49	
Aug	\$24,545.20	\$90,310.95	
Sep	\$50,185.27	\$63,302.03	
Oct	\$27,638.81	\$79,677.79	
Nov	\$14,108.80	\$38,217.49	
Dec	\$21,103.98	\$16,576.60	
Revenue	\$348,997.49	\$508,060.71	\$191,461.02
Elevator Invoices	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$348,997.49</b>	<b>\$508,060.71</b>	<b>\$191,461.02</b>

<b>2011 Budget</b>	<b>\$550,000.00</b>
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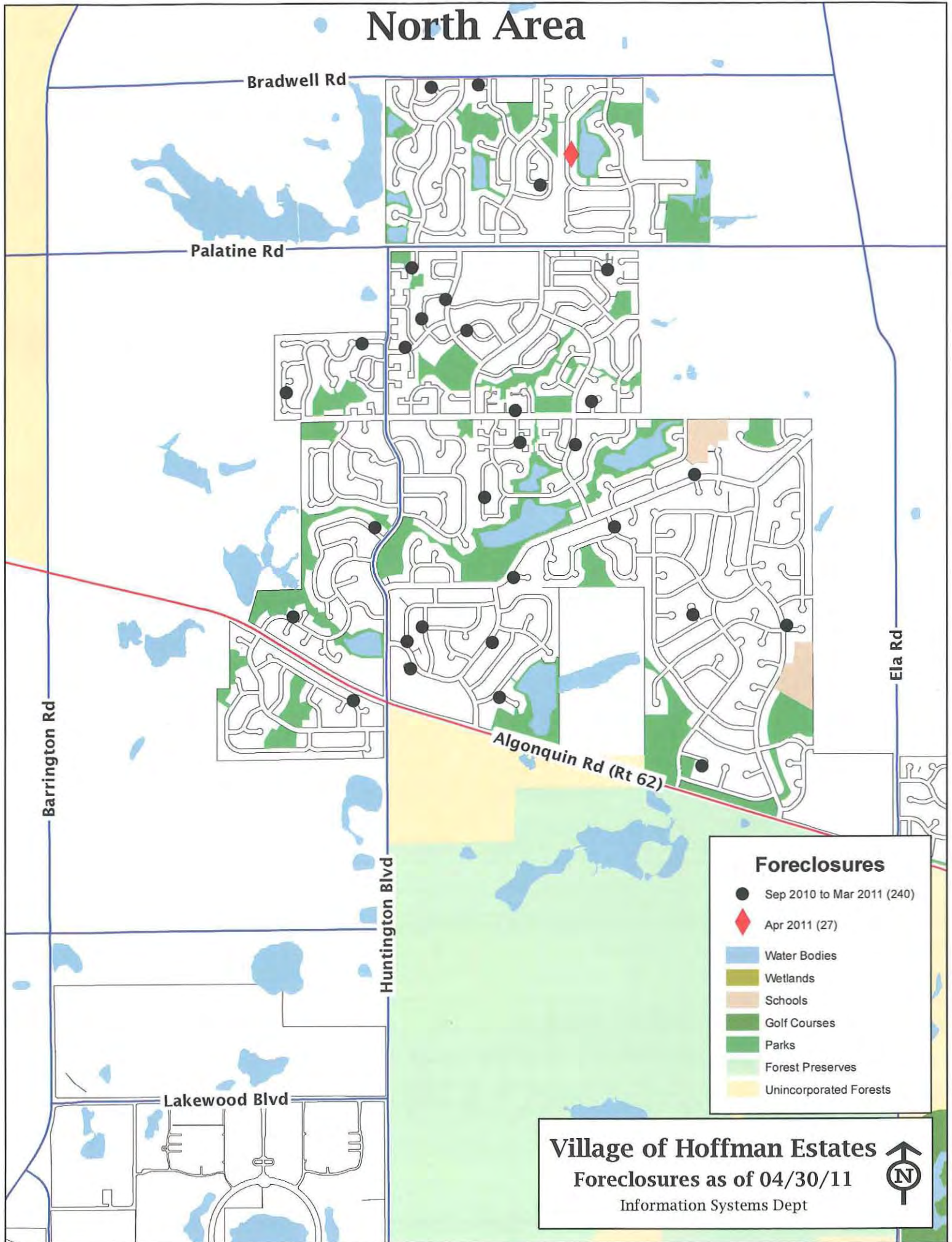


**Total Revenue** includes building permits, fire permits and Temporary Certificates of Occupancy.  
 As of 2009, elevator invoices no longer included in Total Revenue.





# North Area



Village of Hoffman Estates

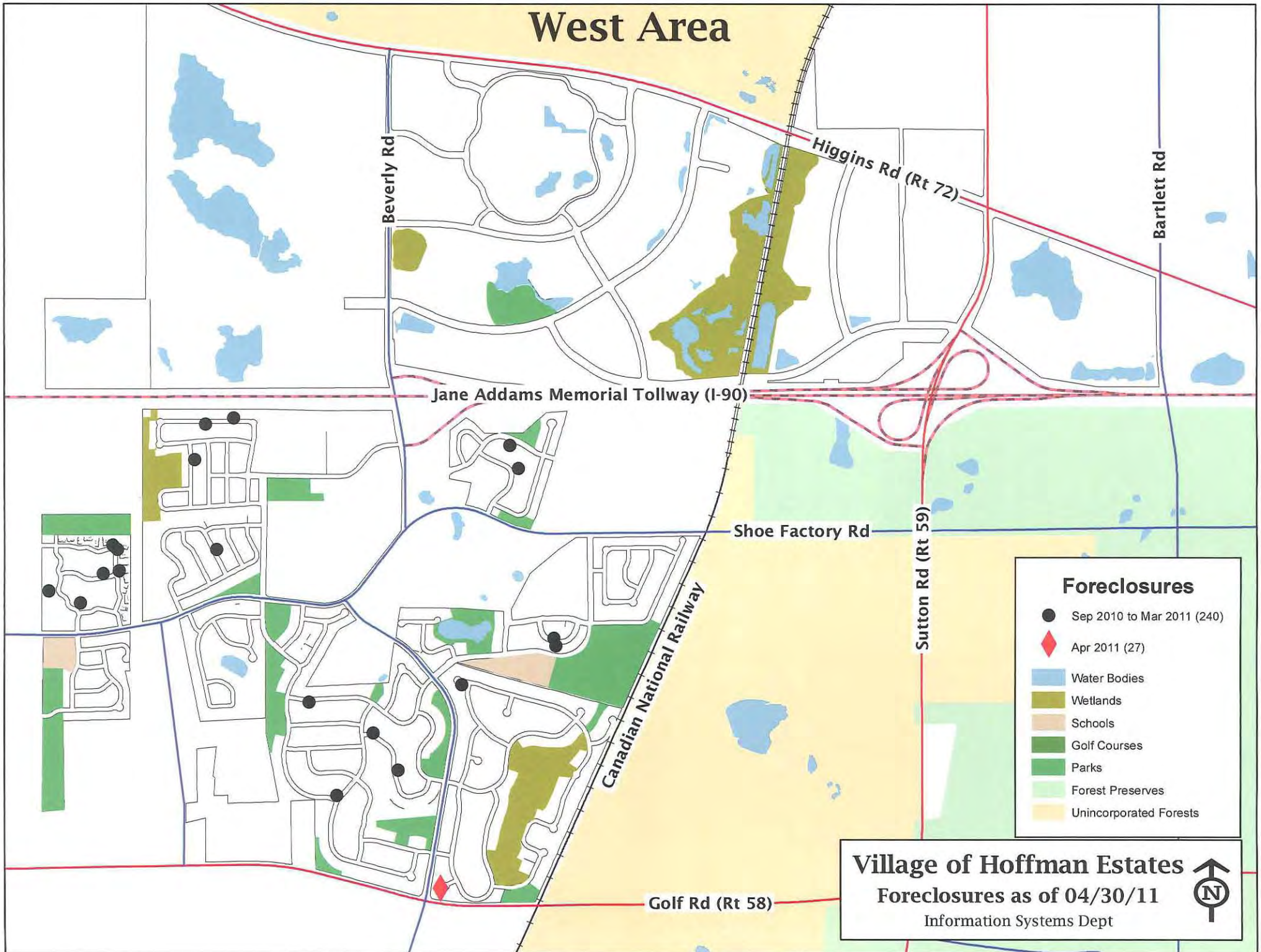
Foreclosures as of 04/30/11

Information Systems Dept





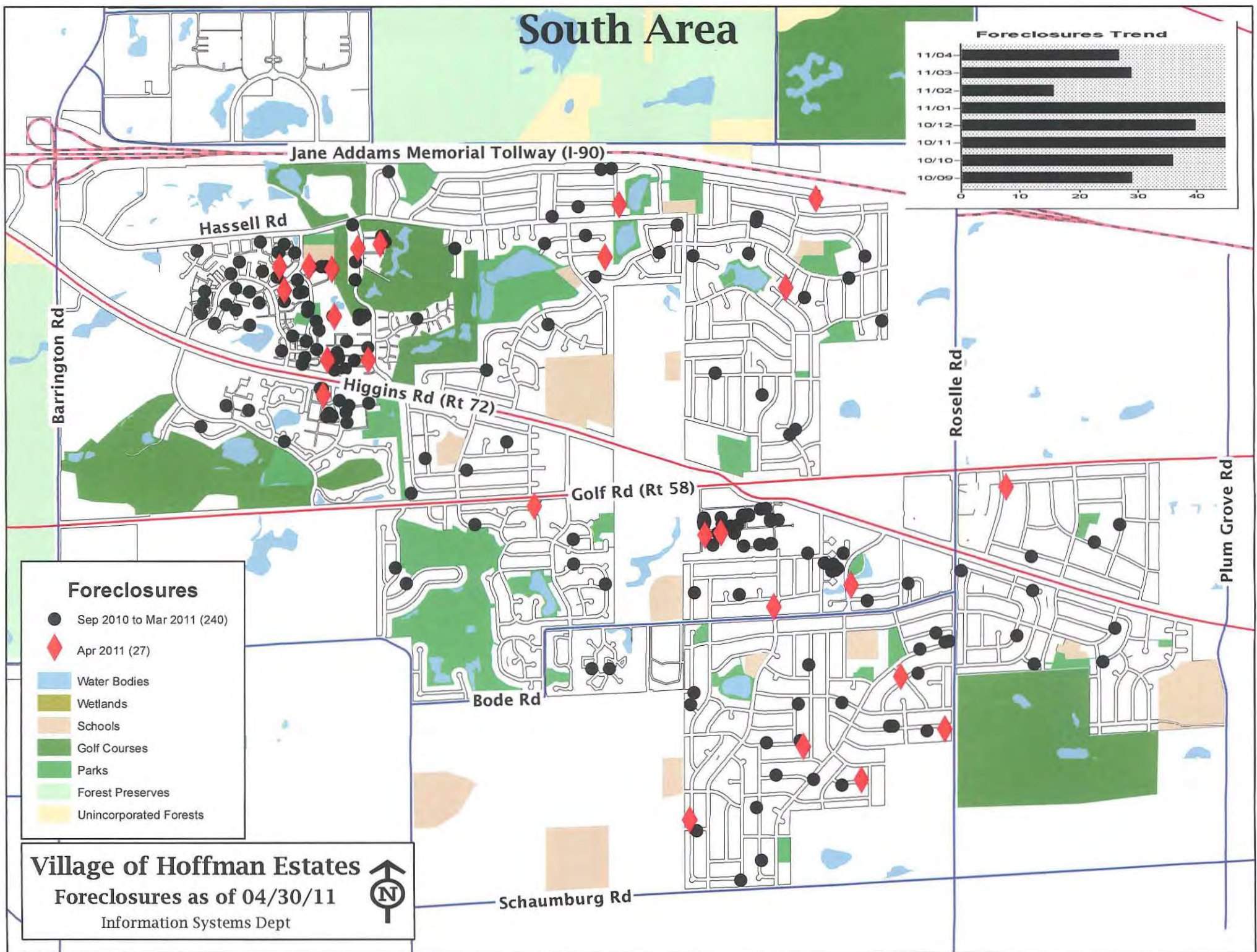
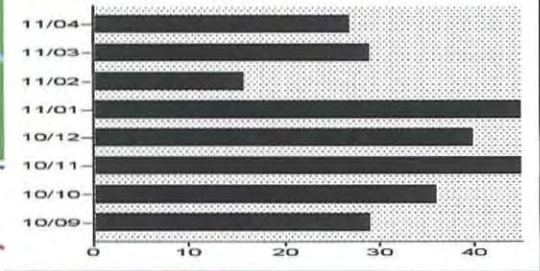
# West Area





# South Area

Foreclosures Trend



## Foreclosures

- Sep 2010 to Mar 2011 (240)
- ◆ Apr 2011 (27)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

## Village of Hoffman Estates

Foreclosures as of 04/30/11

Information Systems Dept



Schaumburg Rd

**ECONOMIC DEVELOPMENT/TOURISM MONTHLY REPORT  
MAY 2011**

**GENERAL**

- ◆ Attendance at the global CoreNet conference at Navy Pier from May 1-3. Corporate real estate network opportunity, including AT&T contact and discussion.
- ◆ Discussions with Web QA regarding exploring a new economic development tool they have developed and is in the marketplace.
- ◆ Continued discussion with a developer seeking apartment development in the Village.
- ◆ Ribbon cutting and Chamber article for Money Dart, a new business in the Village.
- ◆ Discussions with developer seeking to build senior housing in the Village.
- ◆ Ongoing dialogue with potential major building purchase exploration in Prairie Stone Business Park.
- ◆ Attendance at a Google Advertising Workshop sponsored by Harper Community College. Workshop presented Internet advertising options for small businesses.
- ◆ Attendance at a Holland & Knight municipal law seminar on April 29.
- ◆ Explanation of working with an economic development office volunteer for part of the 2011 summer. The volunteer has a Masters in Public Administration credential.
- ◆ Final preparations for the May 14, Chamber Expo.
- ◆ Tour of a Fortune 100 company considering a move to Hoffman Estates in Prairie Stone.

**OFFICE/INDUSTRIAL**

- ◆ Planning and activity to a Manufacturing Career Day event at DMG Mori Seiki in conjunction with the Golden Corridor Manufacturing Group. The event was videotaped and will be linked to YouTube and Hoffman Estates website.
- ◆ Ongoing coordination with Firestone regarding the signing of construction easements to allow potential installation of a stoplight on Roselle Road connecting Golf Center and Hoffman Plaza. Staff has worked with Civil Tech Engineering to create a plan requiring no temporary or permanent easements from Firestone.
- ◆ Participation in Chicago Industrial Properties annual summit in Oakbrook, IL on April 6.
- ◆ Planning for the commercial/industrial Futurallia Trade Show in Kansas City, MO, with business information gathering.

- ◆ Attendance at a ComEd Smart Grid expo in Oakbrook, IL.
- ◆ Participation in a Golden Corridor Manufacturing event at Sandvik Coronet.
- ◆ Coordination and planning with Royal Seafood Buffet developer with building issue and future promotion.

### **RETAIL**

- ◆ Final preparation regarding booth display, logistics, and appointments for the ICSC Trade Show in late May.
- ◆ Continued dialogue to investigate filling a financial gap for the purchase of a former auto dealership and subsequent work to help create a Cost Recovery Agreement.
- ◆ Conversations with a representative of a family-oriented theme park concept in the 59/90 area.
- ◆ Ongoing company visits to investigate Poplar Creek Crossing tenant adoption of the 59/90 logo for promotional purposes.
- ◆ Continued meeting and planning for a bank location on the former Myoda property in Golf Center. Golf Center easements were recorded in Cook County. Myoda property agreements were distributed.
- ◆ Installation of School District 211 artwork displayed in the Hoffman Plaza Shopping Center.
- ◆ Ongoing conversation with a potential nightclub operator looking at LaStrada and in the Poplar Creek at 59/90 area.

### **TOURISM**

#### **Sears Centre Arena (SCA):**

- ◆ Calling event orders for bookings to offer lodging assistance or concierge services during events.
- ◆ Distribution of Chicago Slaughter ticket vouchers to area schools and business partners.
- ◆ Promoted sponsorship opportunity to seven focused/limited service hotels in Hoffman Estates to purchase the enhanced listing on the SCA website.
- ◆ Working on Big Ten bid for Women's Basketball event for 2013-2017 by soliciting full service hotels outside of Hoffman Estates, gathering rates, and creating transportation shuttle program through room rebates.
- ◆ Participated in School District 54 Vendor Fair distributing information to PTA/PTO organizations about Levy concession revenue share program, SCA team ticket revenue share programs, SCA/Levy event solicitation collateral, visitor, and buying guides.

- ◆ Arranged follow-up meeting with Sears Holdings Corporation Director of Employee Engagement and arena Group Ticket Sales Manager to facilitate email blast distribution throughout the Sears campus.
- ◆ Worked with Village hotels to quantify room nights captured and resulting spend from each type of booking at SCA
- ◆ Met with area restaurants to attempt to quantify spend resulting from SCA bookings.
- ◆ Met with film producers who want to produce a pilot episode that would allow them to shop a reality show based upon the Chicago Slaughter to major networks.

#### **Hotel Stakeholders and Hospitality Partners:**

- ◆ Conducted SWOT (strength, weakness, opportunity and threat) analysis of every full service hotel defined in the Chicago Marriott Northwest competitive set and provided results to Marriott Management Team. Gives great information which I can provide to Front Row Marketing to solicit hotel sponsorships for SCA.
- ◆ Ongoing solicitation through phone inquiries of contacts provided by Marriott Knowland Report that outlines every meeting that took place in the defined competitive set in an effort to pull them back to Marriott or Stonegate.
- ◆ Attended Owner's Meeting at Stonegate. Participating in sales team review to assist in cultivating new users. Stonegate provides their Knowland Report outlining meeting/convention business taking place in banquet or convention centers in our area. Making calls to pull business to Stonegate and potential for SCA bookings also.
- ◆ Met with Ala Carte Entertainment Corporate Director of Sales, Jim Earley, following opening of Snuggery at the Holiday Inn Schaumburg. Ala Carte currently is a sponsor of the SCA and hoping to grow that sponsorship from individual restaurants to all restaurants owned/operated by Ala Carte.
- ◆ Met with marketing team of Alexian Brothers Hospital Network to secure \$20,000 sponsorship for Fitness for America 2011 allowing us to eliminate all registration fees for children's events to promote an end to childhood obesity. Also reaching out to Veteran Groups to include events designed to encourage returning veterans with physical challenges to get involved and join events.
- ◆ Met with Hoffman Estates Park District to secure their active involvement in Fitness for America 2011. Will be meeting with their newly hired consultant working on programming to put an end to childhood obesity to create events designed to draw more residents out to participate in Fitness for America.



**Business Retention:**

- ◆ Distributed detailed information on overall event and race route for Bright Hope Run for Hungry Children (May 14) to all Prairie Stone businesses, along with suggested road closures that sparked discussions between area businesses and event organizers to avert potential problems for businesses. Race organizers were more than happy to hear what times the business needed access and agreed to station additional officers along that area to ensure business had access despite event – everyone was pleased. ConopCo was copied on the race alert and was delighted to hear our priority was the business needs.
  
- ◆ After meeting with restaurants that participated in the “Taste of Hoffman Estates”, and especially those that did not participate, the following is proposed:

**R&R in Hoffman Estates** - In this case we mean restaurants and retail but through clever copy we promote the ease of shopping or dining in our Village – literally providing much needed R&R for our residents! The chain restaurants that did not participate in the “Taste” were prevented by their brand as it called for a 10% discount. R&R would be more like a passport to adventure - we would publish maps that outlined where our restaurants and retail settings are (already completed when we produced the Visitor’s Guide - just needs updating for new additions). If we work with Daily Herald’s Niche Publications, their sales rep would sell enhanced advertising opportunities in the pullout section that would cover printing and distribution costs. We would replicate in our Village newsletter and on [www.visithoffman.com](http://www.visithoffman.com). Several area communities held similar promotions designed to educate residents by asking them to shop or dine in their town. We would determine a set number of visits to individual restaurants/retail venues in the Village required for participation. The resident would mail in their completed “passport”, along with a copy of their receipts to the Tourism Office to be entered into a drawing to win the ultimate R&R experience basket that includes a gift card or item from every participating retail/restaurant in that area. For example, we might determine that your Northern passport is completed if you visit 3 restaurants and 3 shops up North. The same would apply for Central Map and Western Map – you mail in your completed “passport” (registration information), along with receipts documenting your shopping/dining experience and you are entered into the drawing. Three winners would be drawn winning one of three gift baskets (North, Central, and Western merchants). Sounds like more work than it is as we already have the detailed information and Niche would provide the manpower. In speaking with Crystal Lake and Bartlett who ran “Shop Local” promotions, not many actually sent in the receipts but everyone was buzzing about the promotion and visiting new places. Still in the planning process – stay tuned!



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Gary Skoog, Director of Economic Development