

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**December 9, 2013**

**7:00 P.M. - Helen Wozniak Council Chambers**

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

**I. Roll Call**

**II. Approval of Minutes -** November 11, 2013  
November 25, 2013 (*Special Meeting*)

**NEW BUSINESS**

1. Discussion regarding proposed Village Green improvements and request to go out for bid.
2. Request approval of the single-family rental property registration and inspection program and recommend approval of ordinance to Village Board.
3. Request acceptance of Department of Development Services monthly report for Planning Division.
4. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
5. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

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

November 11, 2013

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Mark Koplun, Asst. Vlg. Mgr., Dev. Services  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Dir of Economic Development  
Mike Hankey, Director of Transportation  
Patrick Seger, Human Resource Mgmt Dir.  
Jeff Jorian, Fire Chief  
Michael Hish, Police Chief  
Bev Romanoff, Village Clerk  
Patricia Cross, Asst. Corp. Counsel  
Bruce Anderson, Cable TV Coordinator**

**Others in Attendance:**

**A reporter from the *Daily Herald***

The Planning, Building & Zoning Committee meeting was called to order at 7:05 p.m.

**II. Approval of Minutes**

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to approve the Planning, Building & Zoning Committee meeting minutes of October 21, 2013. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Discussion regarding a proposed single-family rental property registration and inspection program.**

An item summary from Peter Gugliotta was presented to Committee.

Mr. Gugliotta provided background information regarding the fee structures and staffing levels needed to support the program and explained the ordinance would be brought forward in December.

Trustee Pilafas expressed his support for the program. Trustee Pilafas, Mr. Gugliotta and Mr. Norris discussed that the program would be implemented in 2014 and included the educating landlords, training staff and getting the word out to the public.

Trustee Mills and Mr. Gugliotta discussed working with associations to help with compliance.

Trustee Pilafas noted that four houses went up for sale due to the potential rental registration program.

Trustee Gaeta and Mr. Gugliotta discussed the strategy for implementing the program and researching potential rental properties to include in the program.

Trustee Mills and Mr. Gugliotta discussed the fee structure and covering the costs of the program. Trustee Mills and Mr. Gugliotta also discussed the best way to approach bank-owned properties with regards to uncovering whether they intend to rent the property.

Trustee Newell, Trustee Mills, Mr. Gugliotta and Mr. Norris discussed that subsidized rentals will be handled in the same way as a standard rental.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to direct staff to draft an ordinance for single-family rental property registration and inspection program with the staff proposed fees. Voice vote taken. All ayes. Motion carried.

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

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

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

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

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

Trustee Mills and Mr. Gugliotta discussed that the Village had seasonal employees on staff.

Trustee Pilafas mentioned that Bill Chlebik was planning to retire soon.

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

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

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

Trustee Mills commented that the team did a great job with the International Taste of Hoffman Estates event.

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

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:21 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Emily Kerous, Dir. of Operations/Outreach -  
Office of the Mayor & Board

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Date

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

**November 25, 2013**

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Mark Koplín, Asst. Vlg. Mgr., Dev. Services  
Gary Salavitch, Director of Engineering  
Mike Hankey, Director of Transportation  
Pete Gugliotta, Director of Planning  
Jeff Jorian, Fire Chief  
Michael Hish, Police Chief  
Algean Garner, Director of H&HS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Finance Director  
Bruce Anderson, Cable TV Coordinator  
Ben Gibbs, GM of Sears Centre Arena  
Patricia Cross, Asst. Corp. Counsel**

The Special Planning, Building & Zoning Committee meeting was called to order at 7:45 p.m.

**NEW BUSINESS**

- 1. Request by Anthony Iatarola for approval of tree removal and mass grading on the Plum Farms property located at the northwest corner of Higgins Road and Old Sutton Road, in accordance with the terms of the Plum Farms Development Agreement.**

An item summary from Peter Gugliotta was presented to Committee.

Peter Gugliotta addressed the Committee and stated that this request was the first step towards future development. The area contains low quality trees and regarding is necessary to install underdrains to facilitate better drainage. Mr. Iatarola stated that some of the work would begin in a couple weeks and the remainder performed in the spring.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve request by Anthony Iatarola for tree removal and mass grading on the Plum Farms property in accordance with the terms of the Plum Farms Development Agreement. Voice vote taken. All ayes. Motion carried.

**II. Adjournment**

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to adjourn the meeting at 7:47 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding proposed Village Green improvements and request to go out for bid

**MEETING DATE:** December 9, 2013

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Dan O'Malley/Mark Koplin/Joe Nebel

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**REQUEST:** Discussion regarding proposed Village Green improvements and request to go out for bid.

**BACKGROUND:** In 1993, Sears, acting as agent for the Village of Hoffman Estates, constructed the original improvements at the 13.4 acre Village Green. Several years later, the Village undertook construction of the concession/restroom building. Both of these projects were accomplished using EDA Bond Funds. The Village Green has been used for a variety of events since 1993, with the popular Thursday evening concert series, and in 2012 and 2013, the Fourth Fest celebration over the Fourth of July weekend. Village officials, staff, and Village Commission members have all identified potential capital improvements that would enhance these events.

**DISCUSSION:** To enhance the events for both patrons and those conducting the event, staff has outlined a phased approach to complete improvements in 2014. The improvements would largely benefit the Fourth Fest, but would also resolve issues related to the Thursday night concerts. A site plan depicting the improvements is attached (Attachment 1), and a brief description follows:

*Phase 1* - The Public Works Department has the capability and the resources to complete the first phase prior to the 2014 Fourth Fest. This would include extending water and sanitary service from the concession building to the area just east and south of the concession building for the future "food vendor area". Water service would provide an at grade "vault" with several hose bibs for the food vendors. The sanitary line would provide a manhole which would allow a portable grease trap to be installed during the Fourth Fest (or other events) to dump filtered liquids into the sanitary line.

Public Works would also complete tree removal to allow for additional improvements listed below, in addition to a number of Ash trees that are either dead or showing signs of the Emerald Ash Borer. This work would be accomplished as time allows over the winter and spring.

**DISCUSSION:** (Continued)

*Phase 2* - Widening of the sidewalk from the Prairie Stone Parkway/Hoffman Boulevard intersection, along with modifications where the sidewalk meets the street, would be included in a bid package with work to occur as soon as the winter weather breaks in the spring. The width of the sidewalk would be doubled to allow access by vehicles and small trucks to both the concession stand and to the food vendor area. The Village will review bids of selected contractor for this work.

Along with the sidewalk widening, we propose to construct two sections of sidewalk to improve pedestrian connectivity from the Sears Centre Arena parking lot to the Village Green, from the northeast corner of the west Sears Centre Arena parking lot to the existing crosswalk, and from the northwest corner of the west parking lot across the Hoffman Boulevard median to the Village Green.

The lack of an area to turn around vehicles at the amphitheater is a recurring issue that could be solved by adding grass pavers immediately west of the amphitheater stage. We would create a turnaround area to accommodate passenger cars, pick-up trucks, large SUVs, and small delivery trucks (Attachment 2).

*Phase 3* - The final phase would be accomplished after the 2014 Fourth Fest. With the majority of pedestrians funneling from the northeast corner of the west Sears Centre Arena parking lot across Prairie Stone Parkway to the Village Green and the food vendor area, staff proposes to flatten the topography to facilitate pedestrian movement. The area of roughly 80 feet by 160 feet would be graded and then reseeded. Because a full stand of grass is not likely achievable before the 2014 Fourth Fest, this work would occur late summer, with seeding in the fall to allow establishment of the turf in fall 2014 and spring 2015. The existing sprinkler pipes would need to be removed and replaced at the new grade. The Village would include this work as part of the Phase 2 bid packet, but on a separate time frame.

Attachment 3 portrays the proposed food vendor area for the Fourth Fest. While electrical upgrades were discussed, it was decided to wait until at least 2015 to allow one more season of events to make sure we have a better idea of electrical needs.

**RECOMMENDATION:**

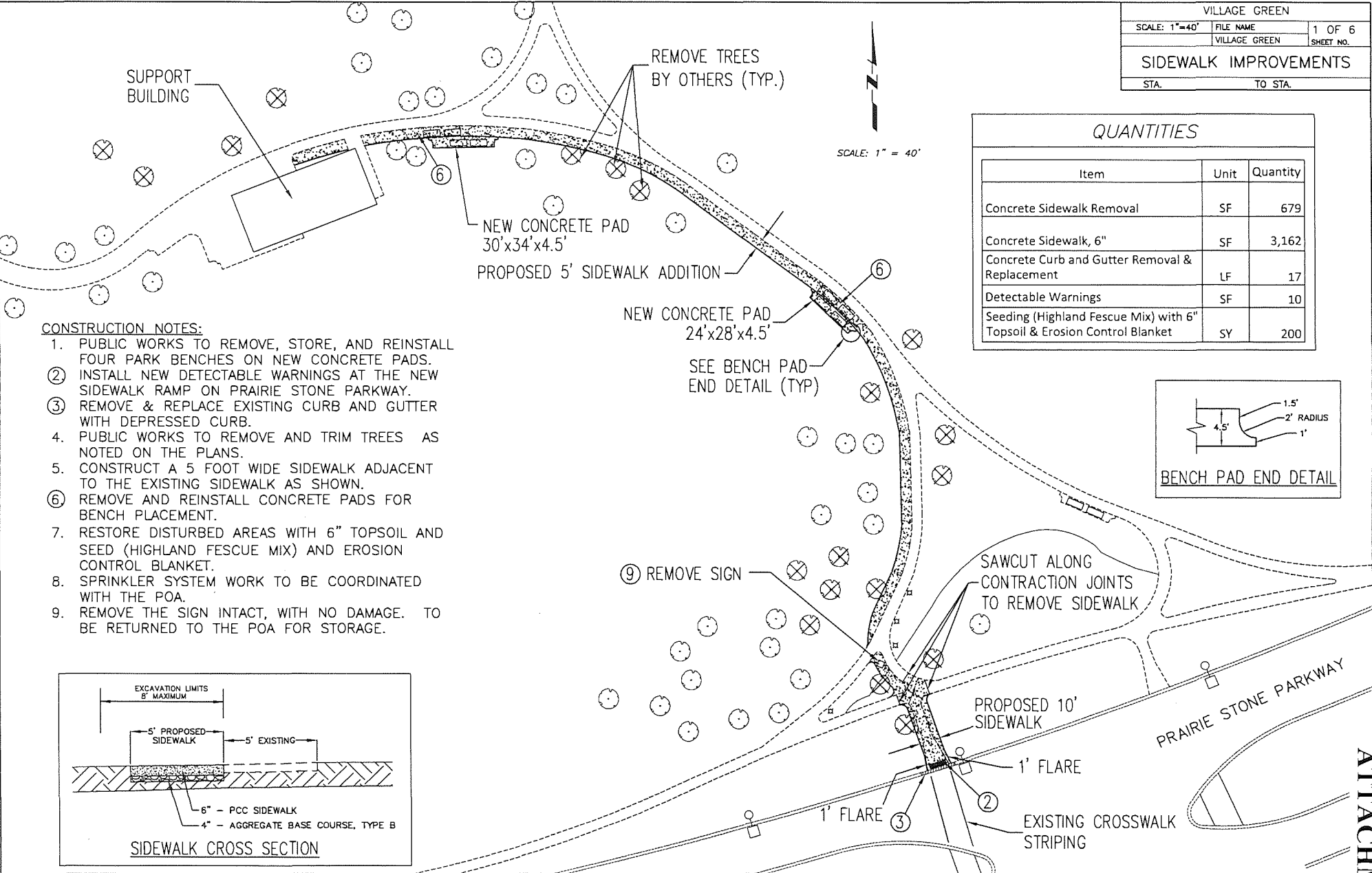
Request approval for the Public Works Department to undertake Phase 1 of the improvements and to seek bids for Phases 2 and 3 of the proposed Village Green capital improvements.

## Attachments

cc: D. O'Malley  
J. Nebel

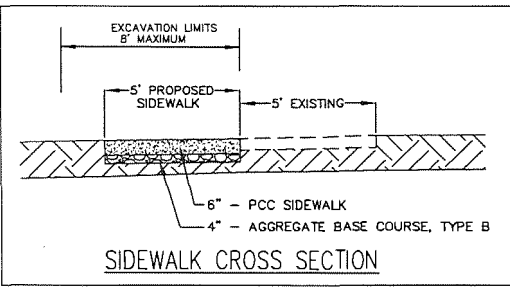
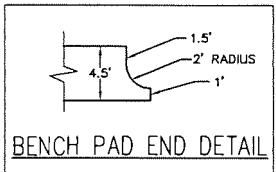


QUANTITIES		
Item	Unit	Quantity
Concrete Sidewalk Removal	SF	679
Concrete Sidewalk, 6"	SF	3,162
Concrete Curb and Gutter Removal & Replacement	LF	17
Detectable Warnings	SF	10
Seeding (Highland Fescue Mix) with 6" Topsoil & Erosion Control Blanket	SY	200



**CONSTRUCTION NOTES:**

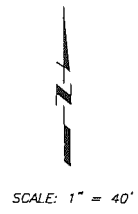
1. PUBLIC WORKS TO REMOVE, STORE, AND REINSTALL FOUR PARK BENCHES ON NEW CONCRETE PADS.
2. INSTALL NEW DETECTABLE WARNINGS AT THE NEW SIDEWALK RAMP ON PRAIRIE STONE PARKWAY.
3. REMOVE & REPLACE EXISTING CURB AND GUTTER WITH DEPRESSED CURB.
4. PUBLIC WORKS TO REMOVE AND TRIM TREES AS NOTED ON THE PLANS.
5. CONSTRUCT A 5 FOOT WIDE SIDEWALK ADJACENT TO THE EXISTING SIDEWALK AS SHOWN.
6. REMOVE AND REINSTALL CONCRETE PADS FOR BENCH PLACEMENT.
7. RESTORE DISTURBED AREAS WITH 6" TOPSOIL AND SEED (HIGHLAND FESCUE MIX) AND EROSION CONTROL BLANKET.
8. SPRINKLER SYSTEM WORK TO BE COORDINATED WITH THE POA.
9. REMOVE THE SIGN INTACT, WITH NO DAMAGE. TO BE RETURNED TO THE POA FOR STORAGE.



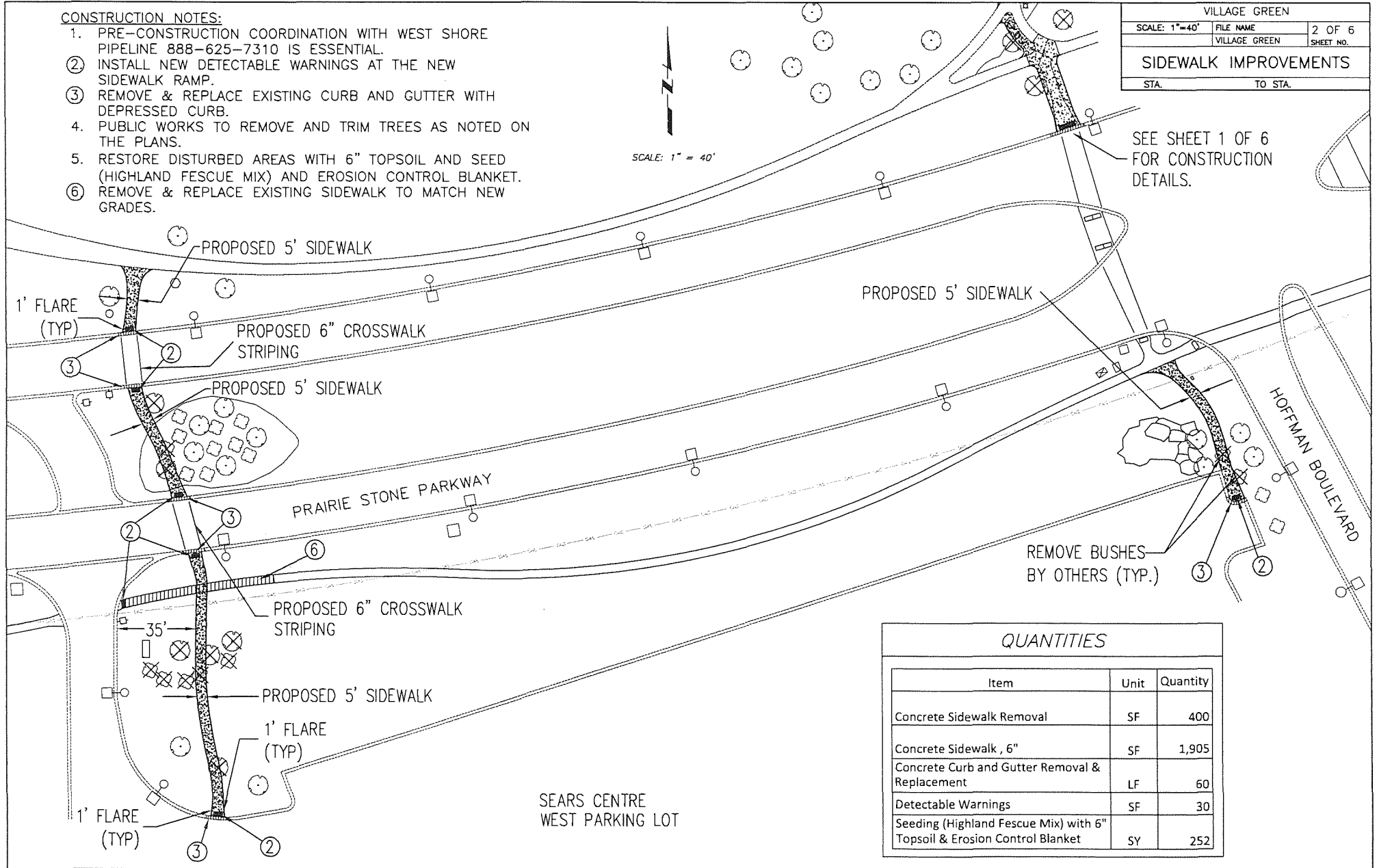
**CONSTRUCTION NOTES:**

1. PRE-CONSTRUCTION COORDINATION WITH WEST SHORE PIPELINE 888-625-7310 IS ESSENTIAL.
- ② INSTALL NEW DETECTABLE WARNINGS AT THE NEW SIDEWALK RAMP.
- ③ REMOVE & REPLACE EXISTING CURB AND GUTTER WITH DEPRESSED CURB.
4. PUBLIC WORKS TO REMOVE AND TRIM TREES AS NOTED ON THE PLANS.
5. RESTORE DISTURBED AREAS WITH 6" TOPSOIL AND SEED (HIGHLAND FESCUE MIX) AND EROSION CONTROL BLANKET.
- ⑥ REMOVE & REPLACE EXISTING SIDEWALK TO MATCH NEW GRADES.

VILLAGE GREEN		
SCALE: 1"=40'	FILE NAME	2 OF 6
	VILLAGE GREEN	SHEET NO.
<b>SIDEWALK IMPROVEMENTS</b>		
STA.	TO STA.	



SEE SHEET 1 OF 6 FOR CONSTRUCTION DETAILS.




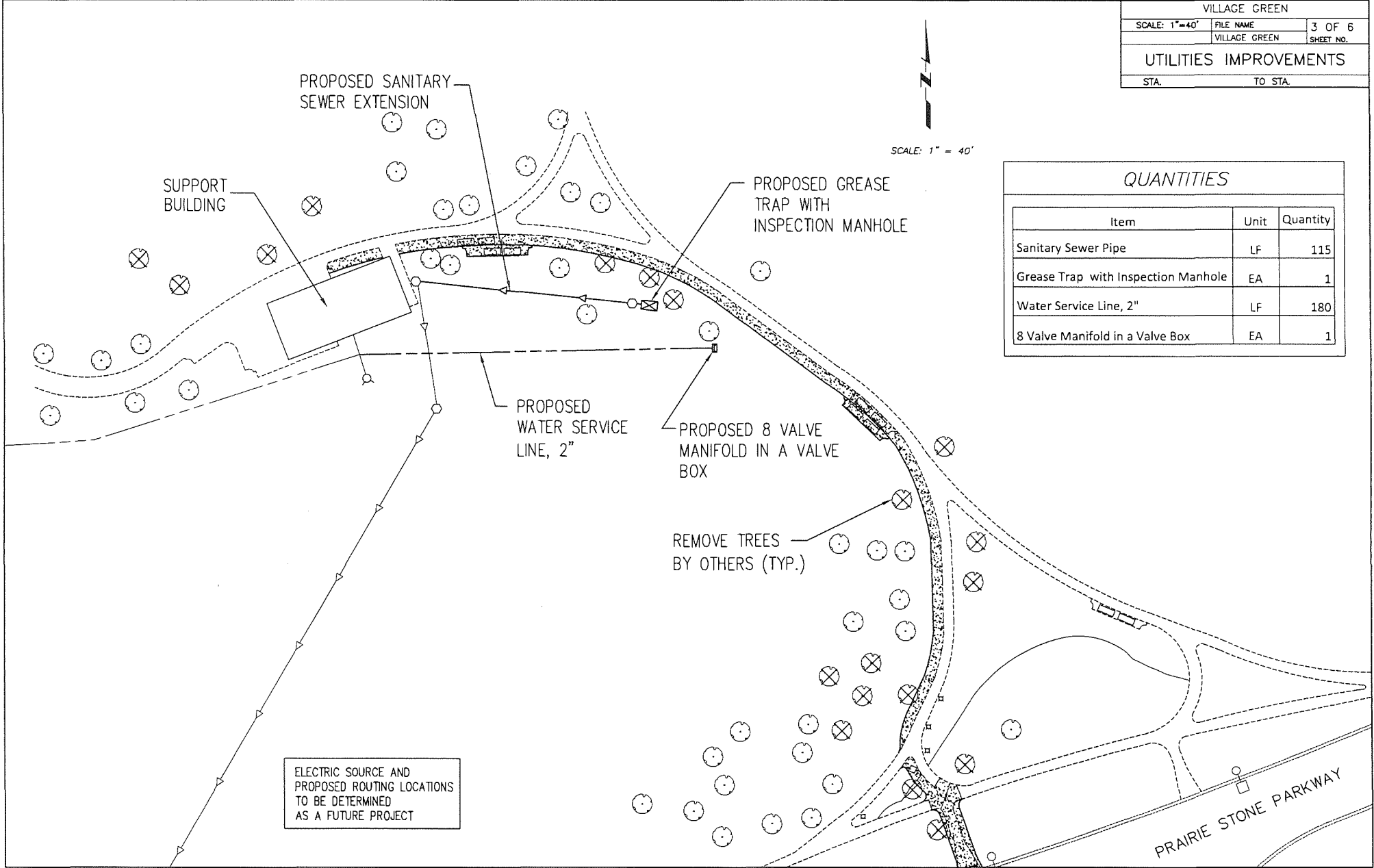
REMOVE BUSHES BY OTHERS (TYP.)

SEARS CENTRE WEST PARKING LOT

QUANTITIES		
Item	Unit	Quantity
Concrete Sidewalk Removal	SF	400
Concrete Sidewalk, 6"	SF	1,905
Concrete Curb and Gutter Removal & Replacement	LF	60
Detectable Warnings	SF	30
Seeding (Highland Fescue Mix) with 6" Topsoil & Erosion Control Blanket	SY	252

VILLAGE GREEN		
SCALE: 1"=40'	FILE NAME	3 OF 6
	VILLAGE GREEN	SHEET NO.
<b>UTILITIES IMPROVEMENTS</b>		
STA.	TO STA.	

  
 SCALE: 1" = 40'

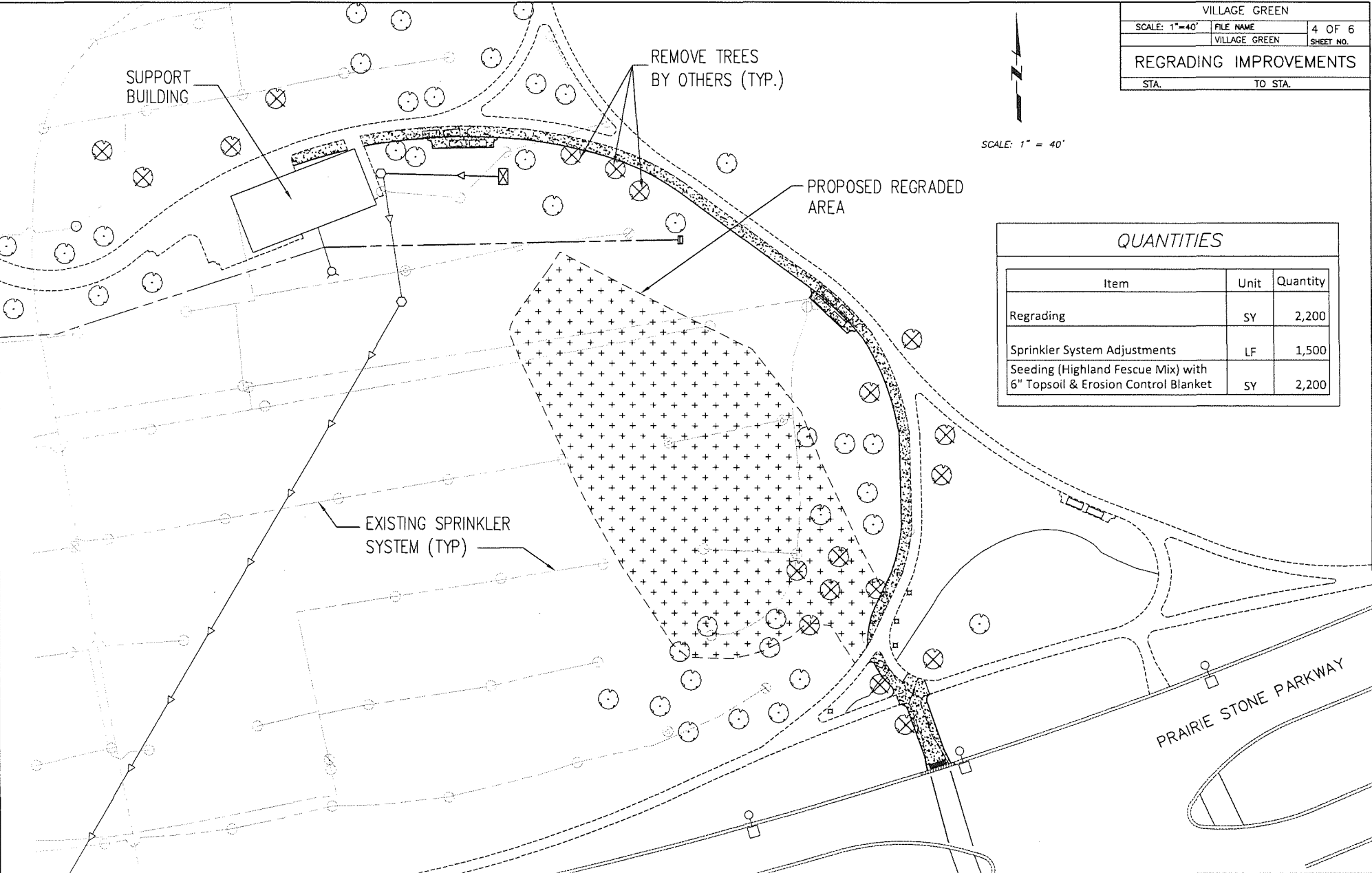


QUANTITIES		
Item	Unit	Quantity
Sanitary Sewer Pipe	LF	115
Grease Trap with Inspection Manhole	EA	1
Water Service Line, 2"	LF	180
8 Valve Manifold in a Valve Box	EA	1

VILLAGE GREEN		
SCALE: 1"=40'	FILE NAME	4 OF 6
	VILLAGE GREEN	SHEET NO.
REGRADING IMPROVEMENTS		
STA.	TO STA.	



SCALE: 1" = 40'

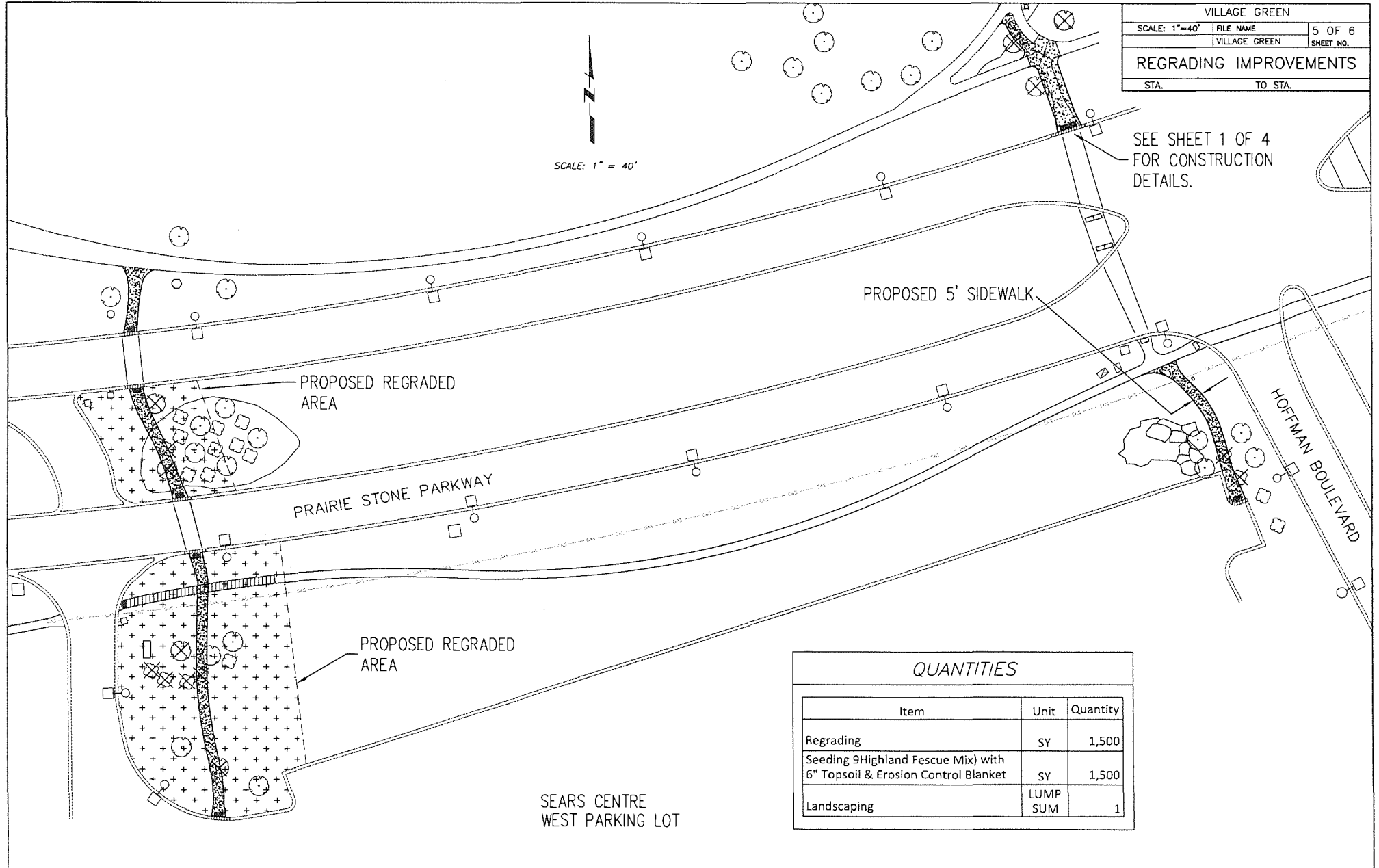


QUANTITIES		
Item	Unit	Quantity
Regrading	SY	2,200
Sprinkler System Adjustments	LF	1,500
Seeding (Highland Fescue Mix) with 6" Topsoil & Erosion Control Blanket	SY	2,200

VILLAGE GREEN		
SCALE: 1"=40'	FILE NAME	5 OF 6
	VILLAGE GREEN	SHEET NO.
REGRAIDING IMPROVEMENTS		
STA.	TO STA.	

SCALE: 1" = 40'

SEE SHEET 1 OF 4 FOR CONSTRUCTION DETAILS.



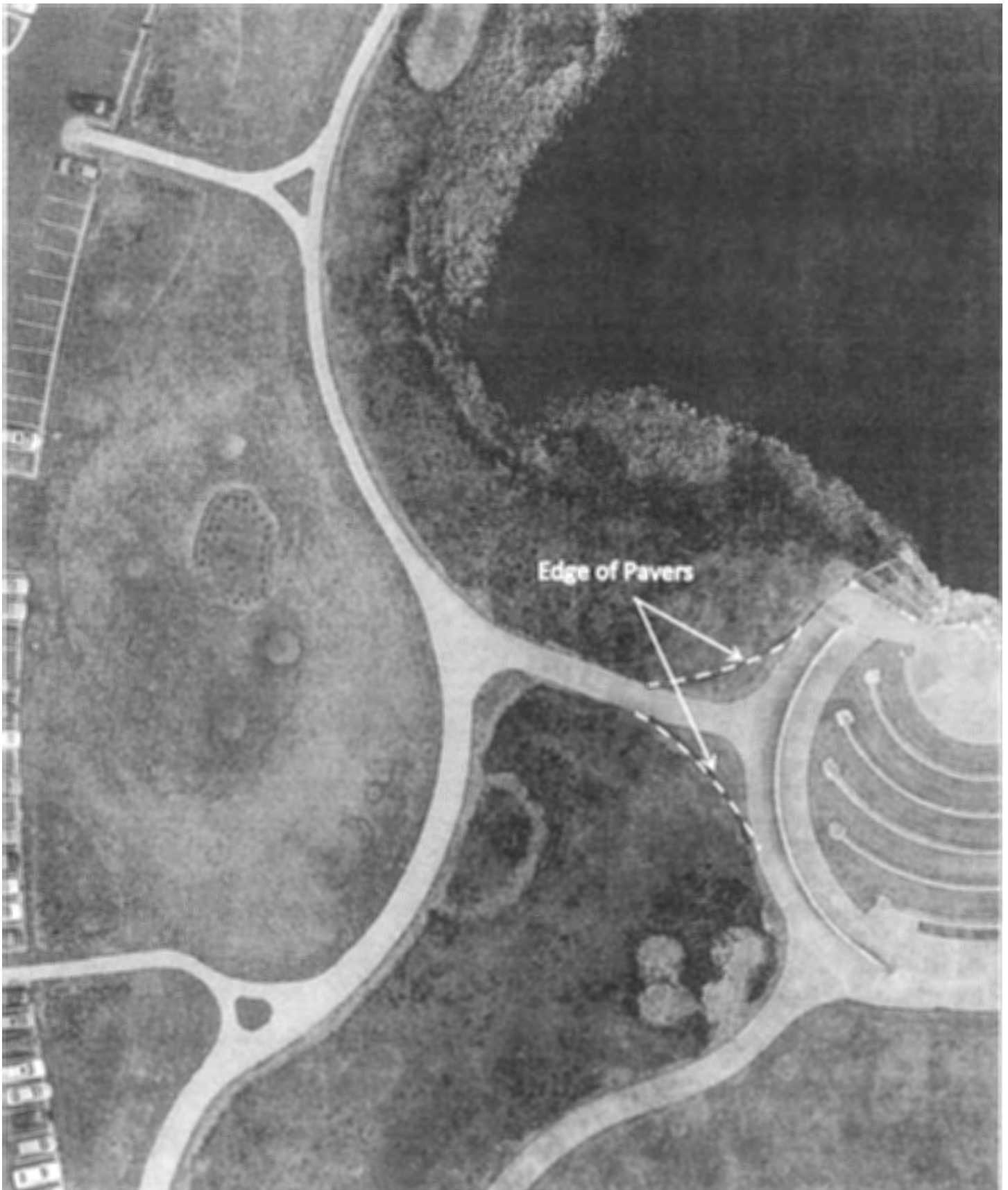
QUANTITIES		
Item	Unit	Quantity
Regrading	SY	1,500
Seeding 9(Highland Fescue Mix) with 6" Topsoil & Erosion Control Blanket	SY	1,500
Landscaping	LUMP SUM	1

*COST ESTIMATE*

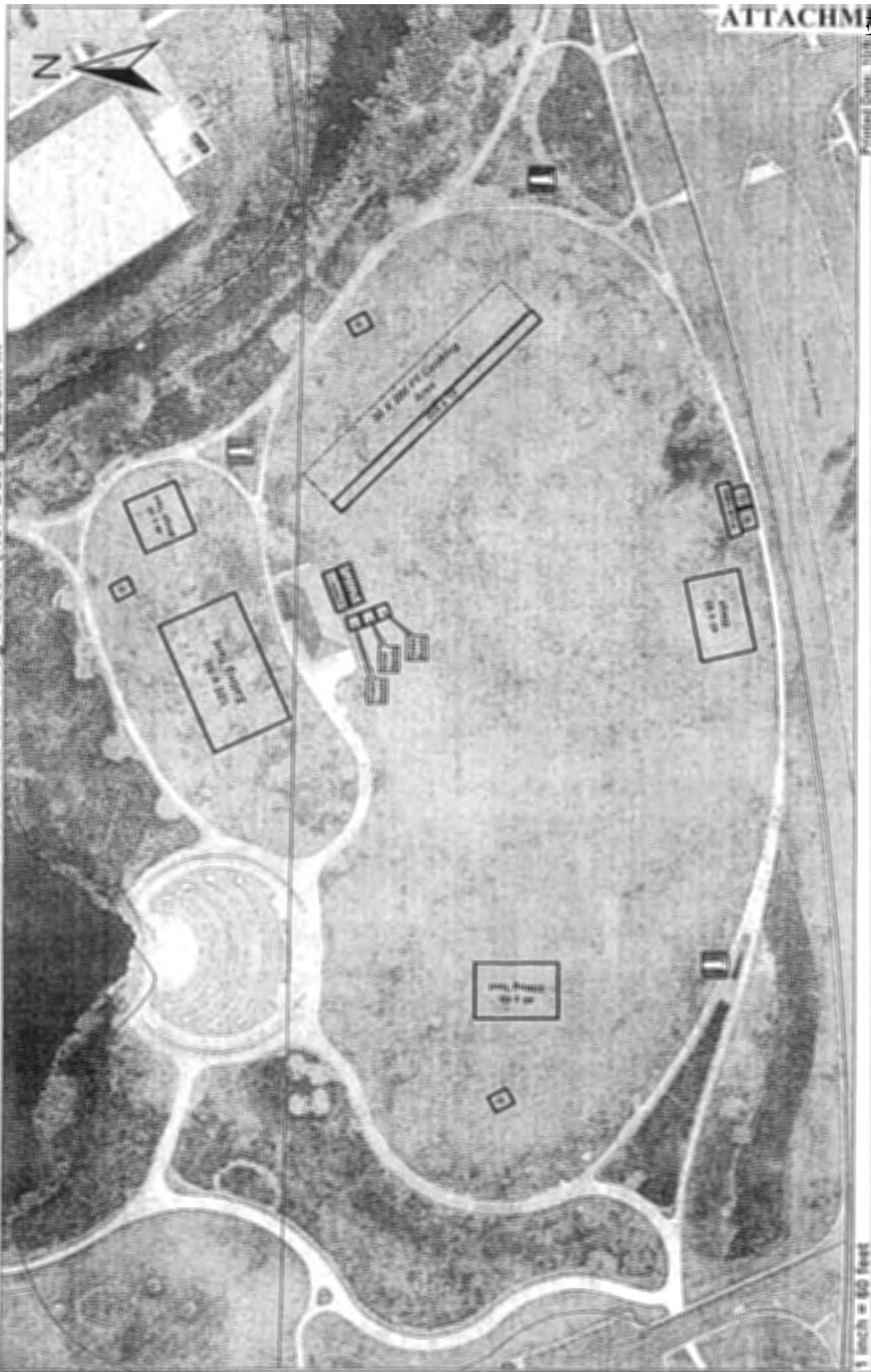
No.	Item	Unit	Quantity	Unit Price	Total
1	Concrete Sidewalk Removal	SF	1,079	\$2.00	\$2,158.00
2	Concrete Sidewalk , 6"	SF	5,067	\$10.00	\$50,670.00
3	Concrete Curb and Gutter Removal & Replacement	LF	77	\$30.00	\$2,310.00
4	Detectable Warnings	SF	40	\$30.00	\$1,200.00
5	Sanitary Sewer Pipe	LF	115	\$75.00	\$8,625.00
6	Grease Trap with Inspection Manhole	EA	1	\$5,000.00	\$5,000.00
7	Water Service Line, 2"	LF	180	\$25.00	\$4,500.00
8	Underground Yard Hydrant	EA	1	\$1,000.00	\$1,000.00
9	Seeding (Highland Fescue Mix) with 6" Topsoil & Erosion Control Blanket	SY	4,152	\$10.00	\$41,520.00
10	Regrading	SY	3,700	\$8.00	\$29,600.00
11	Sprinkler System Adjustments	LF	1,500	\$5.00	\$7,500.00
12	Landscaping	LUMP SUM	1	\$25,000.00	\$25,000.00

TOTAL :	\$179,083.00
5% Contingency :	\$8,954.00
PROJECT TOTAL :	\$188,037.00

# Grass Paver Areas



Sears Center area Festival Site and Village Green (New Design) Zoom In



1 inch = 60 feet



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of the single-family rental property registration and inspection program and recommend approval of ordinance to Village Board

**MEETING DATE:** December 9, 2013

**COMMITTEE:** Planning, Building and Zoning

**FROM:** Peter Gugliotta *PG*

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**REQUEST:** Request approval of the single-family rental property registration and inspection program and recommend approval of ordinance to Village Board.

**BACKGROUND:** In November 2013, the Planning, Building and Zoning Committee directed staff to finalize the single-family rental property license and inspection ordinance. The Committee also directed staff to incorporate the projected costs and revenues into the proposed 2014 budget.

**DISCUSSION:** The attached ordinance has been drafted based on the structure of the Village's other business license requirements. From an administrative standpoint, the Building Official serves as the technical staff person responsible for enforcement of the property maintenance code and inspection process. The day-to-day inspections and administration of the program will be delegated to Code Enforcement staff.

Fees in the ordinance are consistent with those discussed at the November Planning, Building and Zoning Committee meeting. Single-family units will pay \$150 per year and condominium units will pay \$75 per year for the license. A reinspection fee of \$50 is included for owners who do not correct violations after being notified.

Rental license applications would be required to be submitted by January 1, each year. If the application is deemed complete, a temporary certificate will be issued allowing the rental to legally operate until an inspection can be completed. In order to balance staff resources, inspections would be scheduled throughout the year, and after the inspection is approved, the formal license would be issued. All licenses would expire on December 31, regardless of when they are issued.

**DISCUSSION:** (Continued)

For failed inspections, the owner would be given the opportunity to make corrections and have reinspections completed, similar to current code enforcement operations. For extreme cases of non-compliance or in cases of hazardous life-safety violations, there are provisions for suspending or revoking the rental certificate or license and requiring the unit be vacated. These situations are expected to be very rare, however, it is necessary that the ordinance allow for this action. An alternative for extreme cases may be the issuance of citations to the property owner while the tenant is permitted to continue living in the unit. The types of situations that will need to be addressed in this program have been addressed in the past on a complaint basis and our Code Enforcement and Legal staff are familiar with how to handle them.

As discussed in November, the planned fees and staffing level are based on projections of resource needs and the anticipated number of rental units that will be subject to the program. After the program has been initiated and actual numbers are available, an evaluation can be done to assess any change that may be needed.

***Program Implementation***

Staff is preparing the necessary computer database, creating forms, developing educational materials, and other details needed to begin administration of this program. It is expected that sometime in the spring of 2014, staff will be prepared to notify likely rental property owners and start requiring licensing applications to be submitted. As part of this process, educational materials will be created and staff will ensure there are opportunities for rental owners to learn about property maintenance requirements and discuss the rental license program. The Committee will be kept informed about the details of these opportunities as they are developed.

**RECOMMENDATION:**

Approval of the attached ordinance amending the Municipal Code Chapter 8 to create a single-family rental inspection program.

Attachment

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING  
CHAPTER 8 OF THE  
HOFFMAN ESTATES MUNICIPAL CODE

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

Section 1: That the following Sections of Article 8-1, GENERAL PROVISIONS, of CHAPTER 8, LICENSES, of the Hoffman Estates Municipal Code be and the same are hereby amended to read as follows:

Article 1

GENERAL PROVISIONS

Section 8-1-2. PERSONS SUBJECT TO LICENSE

Whenever in this Code a license is required for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in any activity or occupation, any person, firm, corporation or limited liability company, shall be subject to the requirement if by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation or solicits or attempts to perform any part of such business or occupation in the Village.

Section 8-1-9. PRO-RATED FEES

When any business license is issued after the first day of November in any year, the license fee shall be one-half of the annual license fee. When any General Premise business license is issued after the first day of March in any year, that license fee shall be one-half of the annual license amount. Residential Rental Property license fees, however, shall not be pro-rated.

Section 8-1-10. TERMINATION OF LICENSES

All annual business licenses shall begin on May 1 and terminate on April 30 of the following year, except for General Premise business licenses which shall begin on September 1 and terminate on August 31 of the following year, and Residential Rental Property licenses which shall begin on January 1 and terminate on December 31 of the calendar year in which issued.

Section 8-1-12. CHANGE OF LOCATION

The location of any licensed business or occupation, or of any permitted act, may be changed, provided ten days notice thereof is given to the Village Clerk, in the absence of any provision to the contrary. The location for which a Residential Rental Property license has been issued by the Village may not be changed.

Section 8-1-13. INSPECTIONS

Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by ordinance, or are reasonably necessary to secure compliance with any ordinance provision or to detect

violations thereof, it shall be the duty of the licensee or the person in charge of the premises to be inspected, to admit ~~thereto for the purpose of making such inspection~~, any officer or employee of the Village who is authorized or directed to make such inspection at any reasonable time that admission is requested.

Whenever the analysis of any commodity or material is reasonably necessary to secure conformance with any ordinance provision or to detect violations thereof, it shall be the duty of any licensee of the municipality whose business is governed by such provision to give to any authorized officer or employee of the municipality requesting the same, sufficient samples of such material or commodity for such analysis upon request.

In addition to any other penalty which may be provided, the President may revoke the license of any licensed proprietor of any licensed business in the Village who refuses to permit any such officer or employee who is authorized to make such inspection or take such sample to make the inspection, or take an adequate sample of the desired commodity, or who interferes with such officer or employee while in the performance of his duty in making such inspection, provided that no license shall be revoked for such cause unless written demand is made upon the licensee or person in charge of the premises, in the name of the Village, stating that such inspection or sample is desired at the time it is sought to make the inspection or obtain the sample.

Section 2: That Article 13, RESIDENTIAL RENTAL PROPERTY LICENSE, of Chapter 8, LICENSES, of the Hoffman Estates Municipal Code is created to read as follows:

### Article 13

#### RESIDENTIAL RENTAL PROPERTY LICENSE

##### Section 8-13-1. DEFINITIONS

Unless the context otherwise requires, the following terms as used in this Article shall be construed according to the definitions given below:

A. *Residential Rental Property* shall mean residential structures or dwelling units that are intended to be rented or leased for income or for payment to the Owner in return for the right to occupy or use the property of another and are not owner-occupied, including single-family detached and attached structures and condominium units, but excluding the following:

1. Apartments as defined in Section 12-1-1 of this Code.
2. Single-family owner-occupied residential structures or dwelling units.
3. Single-family residential structures or dwelling units which are vacant but which are not intended to be rented or leased.
4. Hotels and motels that rent rooms to occupants if such occupancy is transient only.

5. Assisted Residential Facilities, Independent Residential Facilities, Skilled Nursing Facilities, Nursing Homes, Intermediate Care Facilities, Sheltered Care Facilities, and Congregate Care Facilities.

C. *Building Official* shall mean that person designated by the Village Manager as having Code enforcement authority relating to Residential Rental Property.

D. *Owner* shall mean that person or those persons whose ownership of the Residential Rental Property has been recorded in the Office of the Recorder of Deeds of the County of Cook, Illinois, or in the Office of the Registrar of Titles if the property affected is under the Torrens System.

E. *Tenant* shall mean that person or persons occupying the Residential Rental Property pursuant to a rental agreement or lease for income or for payment to the Owner in return for the right to occupy or use the Residential Rental Property.

Section 8-13-2. LICENSE REQUIRED

A. It shall be unlawful for any Owner to offer for rent or lease for income or for payment in return for the right to occupy or use a Residential Rental Property unless the Owner has first made application to the Village for a Residential Rental Property license on the form provided by the Village Clerk together with payment in full of the appropriate license fee, and such application has then been approved by the Village.

B. The Village Clerk is hereby authorized, upon application and approval therefor, to issue Residential Rental Property licenses and renewals thereof in the name of the Owner.

C. Each application for a Residential Rental Property license shall include at least the following:

1. The full legal name, address and telephone number of each Owner of the Residential Rental Property.
2. If the Residential Rental Property is held in a trust, the name, address and phone number of the trustee and each beneficial interest holder.
3. The address of the Residential Rental Property.
4. The square footage of the Residential Rental Property including individual room sizes.
5. The name, address and telephone number of the Tenant with whom the Owner has a rental or lease agreement for the Residential Rental Property.
6. The name, address and telephone number of any management company retained by the Owner to act as the Owner's authorized representative for the Residential Rental Property.
7. The name, address and 24-hour telephone number(s) of the person designated by the Owner as available and as having authority in emergency situations to make or to authorize others to make repairs as needed.

D. Each application for a Residential Rental Property license or for renewal of a Residential Rental Property license shall be accompanied by the payment of a fee of One Hundred Fifty and No/100 Dollars (\$150.00) for each single family attached or detached unit, and Seventy Five and No/100 Dollars (\$75.00) for each condominium unit. License application fees are nonrefundable.

E. A separate Residential Rental Property license shall be required and issued for each Residential Rental Property from the date of issuance on or after January 1, 2014 and ending December 31 of the year issued unless sooner revoked, and may be renewed each January 1 for successive periods not exceeding one (1) calendar year and ending December 31 of the year issued.

F. No Residential Rental Property license shall be issued or renewed for any Residential Rental Property which is not in compliance with the applicable provisions of this Article and the Village's Municipal Code, or where monies are owed to the Village for that property or by that Owner for the payment of transfer taxes to the State, to the County and/or to the Village, or for other fees and services owed to the Village.

G. It shall be unlawful for any Tenant to occupy a Residential Rental Property for which no Residential Rental Property license has been applied for and issued by the Village.

H. It shall be unlawful for any Owner to offer for rent or lease for income or for payment in return for the right to occupy or use any Residential Rental Property for which a Residential Rental Property license is suspended or has been revoked.

Section 8-13-3. LICENSE NOT TRANSFERABLE

A. The Residential Rental Property license shall be purely a personal privilege, which shall expire on December 31 of the calendar year of issuance unless sooner revoked. This license shall not constitute property nor shall it be subject to attachment, garnishment or execution, nor shall it be alienable or transferable, voluntarily or involuntarily, or subject to being encumbered or hypothecated. This license shall cease upon the death of the licensee, provided that executors or administrators of the estate of any deceased licensee, and the trustee of any insolvent or bankrupt licensee, may exercise the privileges of the deceased or insolvent or bankrupt licensee after the death of such decedent, or such insolvency or bankruptcy, until the expiration of such license, but not longer than six months after the death, bankruptcy or insolvency of such licensee.

B. If during the period for which the Residential Rental Property license has been issued there is a change in the identity of the Tenant occupying that Residential Rental Property, within ten (10) days of such change the Owner shall file with the Building Official an updated notice indicating all such changes to the information provided on the previous Residential Rental Property license application.

C. If during the period for which the Residential Rental Property license has been issued there is a change in the ownership of the Residential Rental Property, the previously issued license shall automatically terminate without notice unless the new Owner submits a completed application and fee within ten (10) days of such change.

Section 8-13-4. APPLICATION FOR RENEWAL

Any Owner may renew his Residential Rental Property license at the expiration thereof, if that Owner intends to continue to rent the Property, provided that the Owner is then qualified to receive a license, has paid all other applicable business license fees and any

other fees or monies owed to the Village, and provided further that the Residential Rental Property for which such renewal of the license is sought are suitable for that purpose. The renewal privileges herein provided for shall not be construed as a vested right.

Section 8-13-5. CHANGE OF LOCATION

A Residential Rental Property license applies only to the property described in the application and license. No change of location shall be permitted.

Section 8-13-6. INSPECTION

A. It shall be the further duty of the Village's Building Official and/or his designees to enforce the provisions of this Chapter 8-13 in all respects as adopted and as amended from time to time.

B. Following Village review and verification that the Owner's application is complete and the payment of the application fee has been made, the Village's Building Official shall issue to the Owner a temporary certificate indicating that this license has been applied for, that the tenant's occupancy may continue until such time as the license is issued or denied after the Residential Rental Property has been inspected for compliance with applicable laws of the State of Illinois, Cook County, and the Village's Municipal Code.

C. Within thirty (30) days of the Village providing notice to the Owner by first class mail to the address provided by the Owner on his Residential Rental Property license application that an inspection is required, the Owner shall schedule an inspection with the Village at which the Owner or an authorized representative shall be present to permit entry into the interior and exterior of the property. Failure of the Owner to schedule the required inspection within thirty (30) days or to provide entry to the property at the time of the scheduled inspection shall result in the inspection being deemed as a violation of this Section. Subsequent inspections shall be subject to re-inspection fees as applicable under this Chapter.

D. Each Residential Rental Property shall be subject to an annual inspection by the Village. Annual licensing inspections of Residential Rental Property shall include the interior and exterior of the Residential Rental Property. This annual licensing inspection shall be in addition to and not in lieu of any other inspections that may be required to be performed by the Village to determine and enforce compliance with the Village's Code and its rules and regulations.

E. At the time of any Village inspection, the Residential Rental Property must comply in all respects the applicable laws of the State of Illinois, Cook County, and the Village's Municipal Code.

F. When any inspection of a Residential Rental Property by the Village reveals any violation of applicable state and local laws, the Village's Building Official shall establish a reasonable time period during which the Residential Rental Property must be brought into compliance. Notice of the violations and the time period for compliance shall be

sent by the Village's Building Official to the Owner by first class mail to the address provided by the Owner on his Residential Rental Property license application, or may be delivered by the Village in person to the Owner or his authorized representative at the conclusion of the inspection.

G. A re-inspection of the Residential Rental Property shall occur on the earlier of compliance by the Owner or the conclusion of the time period for compliance, for which a Fifty and No/100 Dollars (\$50.00) re-inspection fee shall be charged by the Village. The Owner shall be responsible for scheduling the re-inspection prior to the compliance deadline.

H. If upon re-inspection the Building Official determines that the Residential Rental Property continues to be not in compliance with applicable laws of the State of Illinois, Cook County and the Village's Municipal Code, the Building Official may authorize additional time for the Owner to comply, or the Building Official may order the Residential Rental Property's temporary certificate suspended and the property vacated. Notice of the continuing violations and suspension shall be sent by the Village's Building Official by first class mail to the Owner at the address provided by the Owner on his Residential Rental Property license application, and to the Tenant whose name appears on the license application provided by the Owner. The Village shall also post notices on all entrances to the Residential Rental Property, stating that the Residential Rental Property must be vacated within sixty (60) days if the Building Official has determined that the violation(s) do not place the Tenant in imminent danger of harm. If, however, the Building Official determines that the violations do place the Tenant in imminent danger of harm the Building Official shall order the Residential Rental Property vacated immediately.

I. An Owner whose Residential Rental Property temporary certificate has been suspended may request a re-inspection for which an additional \$50 re-inspection fee shall be charged by the Village. If upon that further re-inspection the Village's Building Official determines that the Residential Rental Property is now in compliance, the Building Official shall authorize the license to be issued or renewed subject to payment of a \$50 reinstatement fee.

Section 8-13-7. RECORDS

Every Owner of a licensed Residential Rental Property shall keep or cause to be kept, an accurate record of all repairs, alterations and changes related to the provisions of this Section or to any rules and regulations pertaining thereto and of all corrections made as the result of inspections by the Village. The Owner, when requested, shall make such record available to the Building Official.

Section 8-13-9. VIOLATIONS

Whenever during the period of a Residential Rental Property license or temporary certificate pending the issuance of a license it is determined that there exist conditions or practices on the Residential Rental Property which are in violation of the provisions of this Section or of any applicable laws of the State of Illinois, Cook County or the Village's Municipal Code, the Building Official shall serve the Owner with notice of



such violation. Such notice shall further state that unless the violations cited are corrected within a time period specified by the Building Official, the Residential Rental Property license may be suspended or revoked. In addition, the Village has the power to prosecute violations of the Municipal Code through its Administrative Adjudication Process as provided by Section 12-4-6 of this Code.

Section 8-13-10. SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Article 8-13 is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

Section 8-13-11. PENALTY

Any person, firm, corporation or limited liability company violating any of the provisions of this Article 8-13 shall be fined as set out in the general penalty in Section 8-14-1 of this Chapter for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Section 3: That Article 13, PENALTY, of Chapter 8, LICENSES, be and is hereby renumbered to be Article 14.

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

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

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2013

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013

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

ATTEST:

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

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE  
December 9, 2013**

**PLANNING AND ZONING COMMISSION**

**November 6, 2013 Meeting**

- o Resident, 560 Paris Lane – Variation for setback – (Continued from October 2, 2013) - WITHDRAWN
- o Resident, 1140 Bluebonnet - Variation for front yard setback - Existing APPROVED, Expansion DENIED
- o 3200 W. Higgins Road – Variation and site plan amendment for sign – APPROVED

**November 20, 2013 Meeting**

- o Cancelled

**December 4, 2013 Meeting**

- o Cancelled

**December 18, 2013 Meeting**

- o Resident, 1140 Bluebonnet – Variation for front yard setback – (REMANDED FROM VB with new plan)
- o Convert2Cash, Hoffman Plaza – Special Use modification for new owner
- o Bradwell Estates - Annexation, site plan, variations and subdivision for single family homes
- o Aldi, 375 W. Higgins – Variation for ground sign

**CURRENT ACTIVE PROJECT REVIEWS**

- Prairie Stone Parcel 23 – Site Plan Review for gas station/restaurant
- St. Alexius Medical Ctr., 1555 Barrington Road - Site Plan Amendment for pedestrian walks
- Hoffman Village/Goodwill – Plat of Easement for water main relocation
- Lots 2 & 3 Devonshire Woods Estates – Plat of Consolidation and Site Plan Amendment to combine lots
- SHARE, 1776 Moon Lake, Site plan amendment for minor addition
- Shree Jalaram Temple – 425 Illinois – Site plan amendment for revised expansion plans
- Hoffman Plaza – Landscape Revisions & Dumpster Enclosure construction
- McDonald's – 2250 W. Higgins – Site Plan Amendment for a demolition of existing restaurant and rebuild
- Thacker Street Subdivision (in Schaumburg) – locating Schaumburg utilities in Hoffman Estates Right of Way on Thacker Street between Roselle & Prairie.
- Former Dover Straits - Golf Road - Site plan for auto dealership

**POTENTIAL UPCOMING PROJECTS**

- Sensient (former Givaudan), 5115 Prairie Stone Parkway, site plan amendment for expansion
- National Veterans Museum – Site plan, subdivision, zoning, Development Agreement for museum
- Wendy's, Golf Center – Site plan for store remodel
- Prairie Stone Parcel 23 – Site Plan Review for day care center

**POTENTIAL FUTURE DEVELOPMENTS**

In the past few weeks there have been several meetings and inquiries from residential developers looking at various properties in the Village. This recent activity indicates an increase in interest in new construction. Discussions have involved parcels in all areas of the Village and have included talk of a variety of densities and unit types. No concept plans or development applications have been submitted at this point.

Planning staff has also been working closely with the Economic Development Director on discussions with new potential businesses and commercial developments being considered in the Village. Again, activity seems to be increasing.

## **GENERAL ACTIVITIES**

***General Planning Efforts*** – As part of ongoing efficiency improvements, Planning staff has been working more closely with Code Enforcement staff to better integrate operations and streamline Village processes.

The Development Services Coordinator continues to lead efforts to enhance the operations of the main Village front counter and to pursue opportunities to improve processes. The goal is to improve customer service and find operational efficiencies wherever possible. This effort has involved extensive work with Code Enforcement and Planning Division staff, and coordination with the Finance Department.

Planning staff is continuing to work with the Transportation and Engineering Division on the Tollway widening, Barrington Road Tollway Interchange, Pace Park & Ride locations, and the RTA Transit Study Project.

***Village Website*** – Planning staff continues to regularly update the Planning, CDBG, Census, Green, Grants, and Economic Development portions of the Village website. Staff assisted the Transportation and Engineering Division by creating a new website resource and helped identify other methods of communication for the CN Noise Mitigation program.

### ***Economic Development/Marketing/Promotional Items***

Planning staff continues to create the graphics for events and 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.

## **SUSTAINABILITY** [www.hoffmanestates.org/green](http://www.hoffmanestates.org/green)

Staff is reviewing project status and assisting departments close out Sustainability Plan projects selected for completion in 2013. The Sustainability Commission met on December 2<sup>nd</sup> to determine its 2014 calendar, as well as to establish 2014 objectives for meeting Sustainability Plan goals and continuing established Commission activities and events.

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)** [www.hoffmanestates.org/cdbg](http://www.hoffmanestates.org/cdbg)

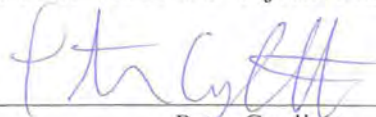
Program Year 8 began October 1, 2013 with an allocation of \$273,435. As part of the 2013 Annual Action Plan, the funds have been allocated based on Village funding priorities, including funding for housing rehabilitation and a small amount for infrastructure improvements. Staff has spent significant time closing out completed projects and finalizing program year reporting requirements for the Comprehensive Annual Performance and Evaluation Report, due to HUD by December 29<sup>th</sup>. A public hearing was held on December 9<sup>th</sup> to present the 2012-2013 CDBG annual performance report.

## **GRANTS**

A full spreadsheet of all grants is available at [www.hoffmanestates.org/grants](http://www.hoffmanestates.org/grants). Staff continues to search for and investigate new grant opportunities through a variety of sources.

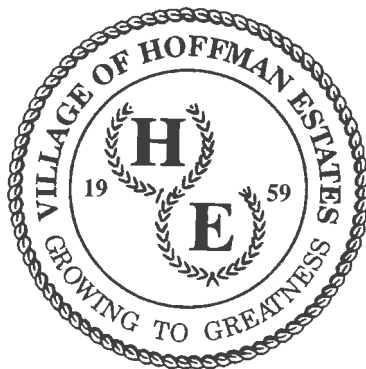
The Golden Corridor Advanced Manufacturing Partnership (GCAMP) continues to make progress with the Local Technical Assistance grant from CMAP. A draft Marketing and Communications Plan and a draft Strategy for Sustainability have been created. The Existing Conditions Report is complete and final work on the project in partnership with CMAP is being completed. At this time, the GCAMP is coordinating members to create a stand-alone sustainable organization to continue promoting objectives such as attracting and maintaining a highly-skilled workforce.

Village staff applied for a funding opportunity from the Illinois Department of Commerce and Economic Opportunity (DCEO) for a recycling program at the Sears Centre Arena and is finalizing an application for a compost program at the SCA. The goal of reducing waste at the Sears Centre is an objective listed in the Village Sustainability Plan.



Peter Gugliotta

Director of Planning, Building and Code Enforcement



**CODE ENFORCEMENT**  
**MONTHLY REPORT**  
**SUBMITTED TO PLANNING, BUILDING & ZONING COMMITTEE**  
**December 2013**

Attached is the monthly report for Code Enforcement for the period ending November 30, 2013.

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Peter Gugliotta, Director of Planning, Building and Code Enforcement

## **ACTIVITIES**

On November 5, 2013, David Banaszynski attended the International Food Show in Chicago.

On November 7, 2013 David Banaszynski and Kathleen Kuffer inspected the International Taste Fest at the Stonegate.

On November 7, 14 & 21, 2013 Jeff Mattes, Ray Norton, Tim Meyer, John Cumpek and Bill Chlebig attended NWBOCA Fall School on Fundamentals and Nonstructural Provisions, Field Conditions and Construction Solutions and Existing Buildings – Review and Inspections for Alterations.

On November 14, 2013, David Banaszynski attended training on Blood Borne Pathogens in Rockford.

On November 20, 2013, Kerin Browne and Paula Moore attended an ABCI (Association of Building Coordinators of Illinois) meeting in Buffalo Grove on Outsourcing and How it Effects Your Community.

## **EMERGENCY CALL OUTS**

None

## **GARAGE SALE PERMITS** - None

## **CONSTRUCTION INSPECTIONS** - Total of 498

Structural	119	Fences	126
Electrical	32	Roofing/Siding	28
Plumbing	43	Patios/Driveways	32
Mechanical	29	Decks	3
Other	85	Sheds	1

## **FIRE INSPECTIONS** - Total of 243

Annual	146
Reinspections	88
Business Licenses	9

## **ENERGY AUDITS** - 2 audits performed

## **CITATIONS** - 36 issued

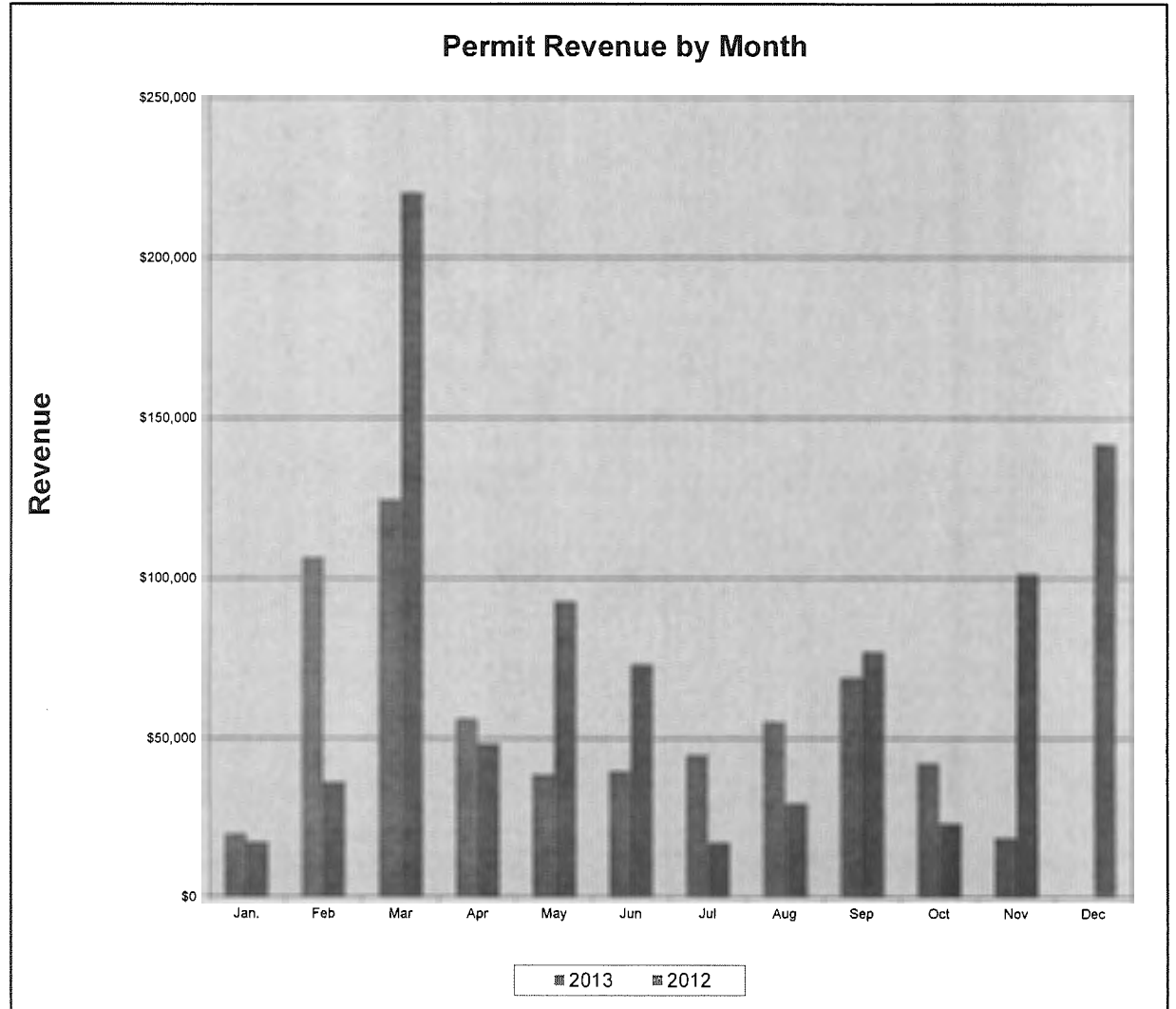
**PERMIT REPORT**

DESCRIPTION	2013 NOVEMBER # OF PERMITS	2013 TOTAL YEAR-TO-DATE # OF PERMITS	2012 NOVEMBER # OF PERMITS	2012 TOTAL YEAR-TO-DATE # OF PERMITS
<b>Building Permits</b>				
Commercial Remodeling	1	103	8	69
Community Residence	0	6	0	0
Demolition	0	3	1	1
Driveways	5	145	4	201
Electrical	8	102	9	99
Fences	6	188	8	181
Mechanical	21	171	21	181
Miscellaneous Permits	45	421	36	323
Multi-Family Remodeling	6	66	0	0
New Commercial	0	0	0	5
Plumbing	17	235	24	222
Pools	0	9	0	20
Residential Decks & Patios	4	161	6	164
Residential Garages	0	6	1	10
Residential Remodeling	12	127	13	121
Residential Sheds	2	33	2	37
Roofs/Siding	65	505	29	346
Signs	13	94	6	100
New Single Family Residences	1	2	0	1
<b>Fire Permits</b>				
Automatic Fire Alarms	2	60	2	33
Fuel Storage Tanks	0	0	0	0
Hood & Duct	4	15	2	16
Automatic Sprinklers	4	54	4	35
Lock Boxes	1	16	1	8
Other	1	18	1	11
<b>TOTALS</b>	<b>218</b>	<b>2540</b>	<b>178</b>	<b>2184</b>

### Permit Revenue Comparison

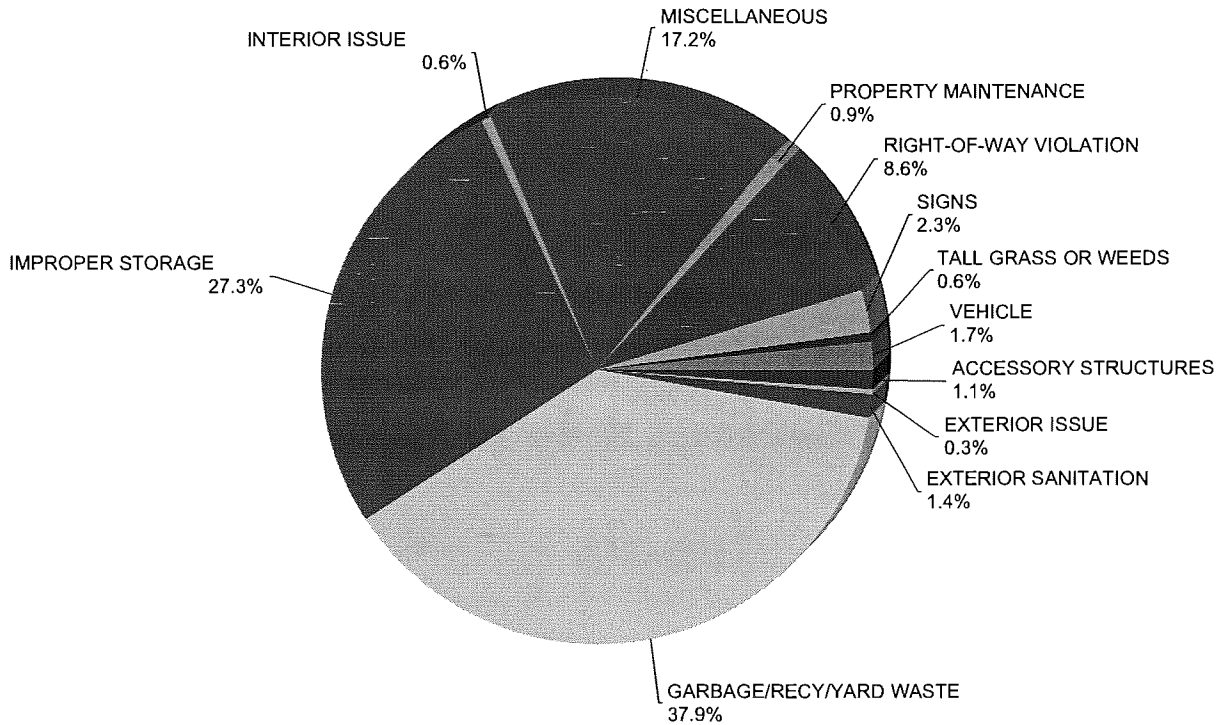
Year	2013	2012
Jan.	\$20,146	\$17,585
Feb	\$106,661	\$36,310
Mar	\$124,513	\$220,508
Apr	\$56,440	\$48,383
May	\$38,789	\$92,948
Jun	\$39,826	\$73,321
Jul	\$44,989	\$17,269
Aug	\$55,338	\$29,757
Sep	\$69,226	\$77,373
Oct	\$42,453	\$23,473
Nov	\$18,957	\$101,439
Dec	\$0	\$142,016
<b>Revenue</b>	<b>\$617,338</b>	<b>\$880,382</b>

**2013 Budget: \$600,000**



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

**Monthly Property Maintenance Summary Report**  
**Nov 1, 2013 - Nov 30, 2013**

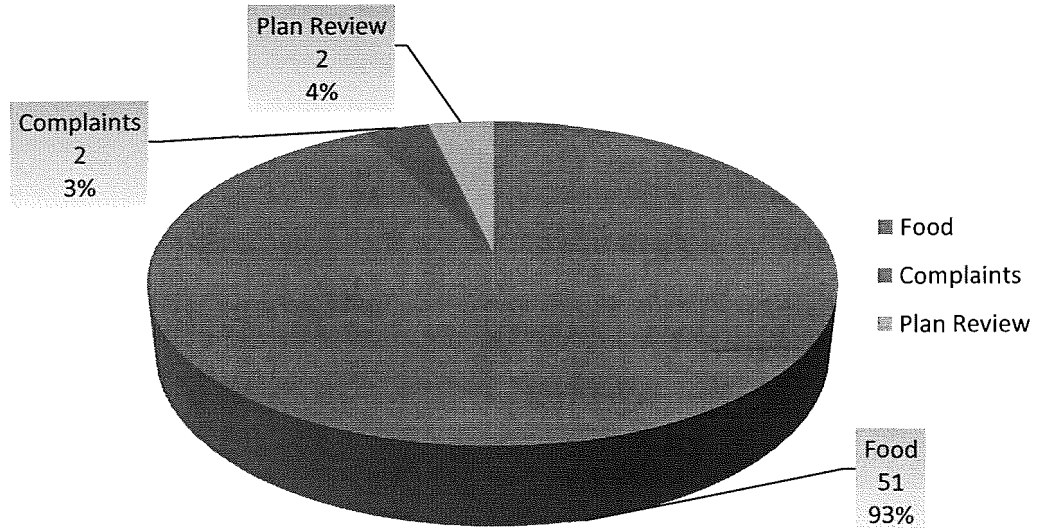


Violation Type	Monthly Total	YTD Total	Total # in 2012
ACCESSORY STRUCTURES	4	35	56
EXTERIOR ISSUE	1	298	196
EXTERIOR SANITATION	5	77	128
GARBAGE/RECY/YARD WASTE	132	763	543
IMPROPER STORAGE	95	520	354
INTERIOR ISSUE	2	38	34
MISCELLANEOUS	60	619	1,106
PROPERTY MAINTENANCE	3	106	87
RIGHT-OF-WAY VIOLATION	30	116	94
SIGNS	8	383	549
TALL GRASS OR WEEDS	2	409	298
VEHICLE	6	86	94
<b>Totals</b>	<b>348</b>	<b>3450</b>	<b>3539</b>



**ENVIRONMENTAL HEALTH INSPECTION REPORT**

**55 Inspections/Site Visits**



Activity	This Month	Year to Date
High Risk Food	9	324
Med Risk Food	35	137
Low Risk Food	7	128
Public Pools	0	24
Plan Review	2	44
Day Care	0	11
Complaint	2	45
<b>Totals:</b>	<b>55</b>	<b>713</b>

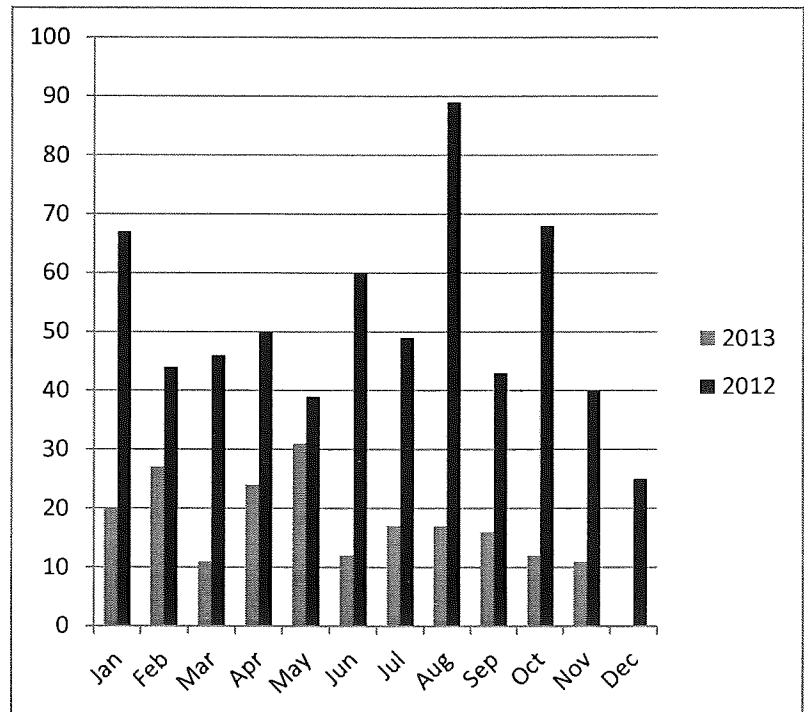
\* Food establishments are divided into the risk categories of high, moderate or low risk. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility.

Staff has seen a continued trend of fewer foreclosure notices being filed not only with the County but with the Village as well. When comparing the first half of last year to this year, foreclosures are down 36 percent. In November, 18 foreclosed homes were resold. Year-to-date, 258 foreclosed homes were resold.

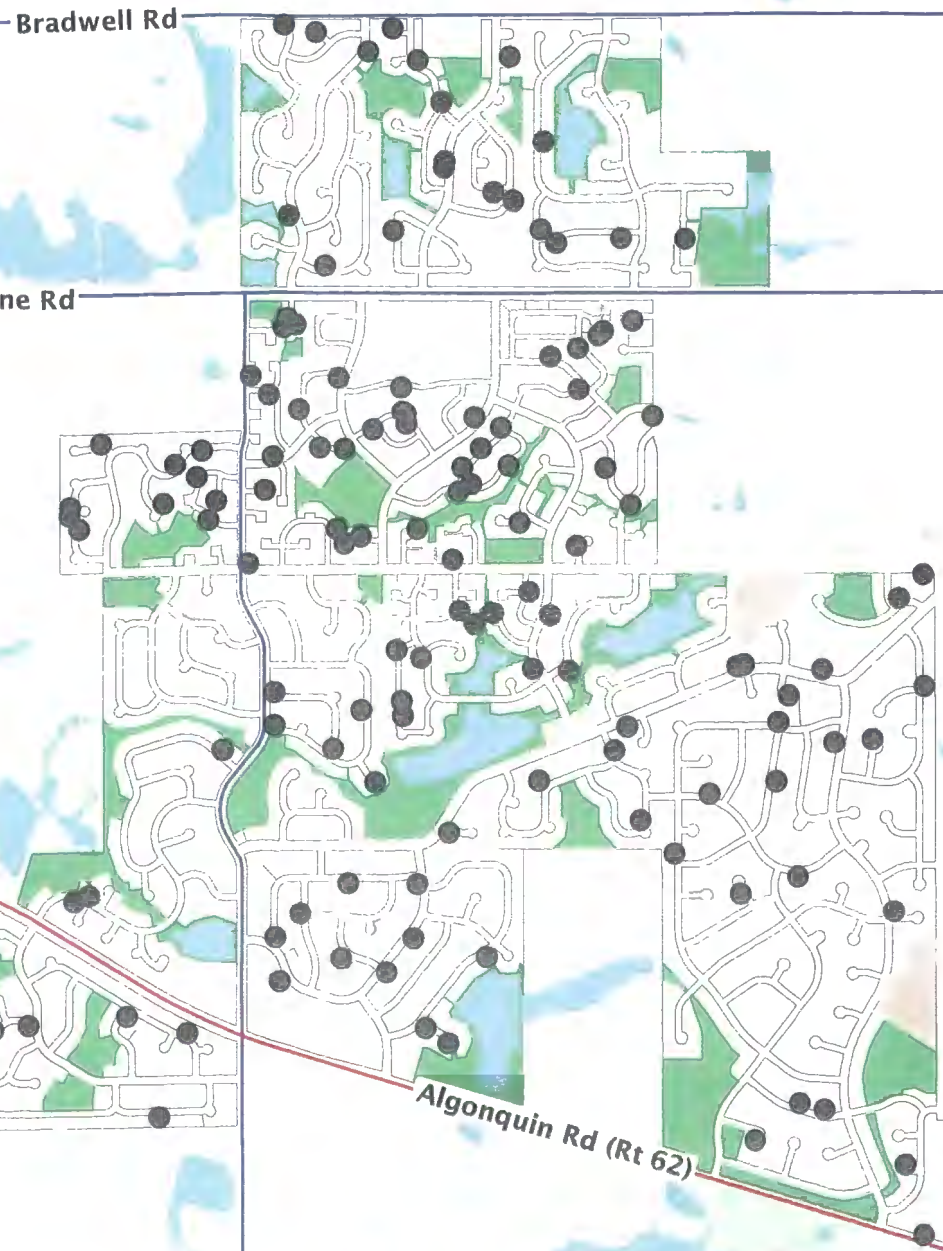
### Foreclosure Activity

#### New Foreclosures Filed

Year	2013	2012
Jan	20	67
Feb	27	44
Mar	11	46
Apr	24	50
May	31	39
Jun	12	60
Jul	17	49
Aug	17	89
Sep	16	43
Oct	12	68
Nov	11	40
Dec		25




# North Area



**Foreclosures**

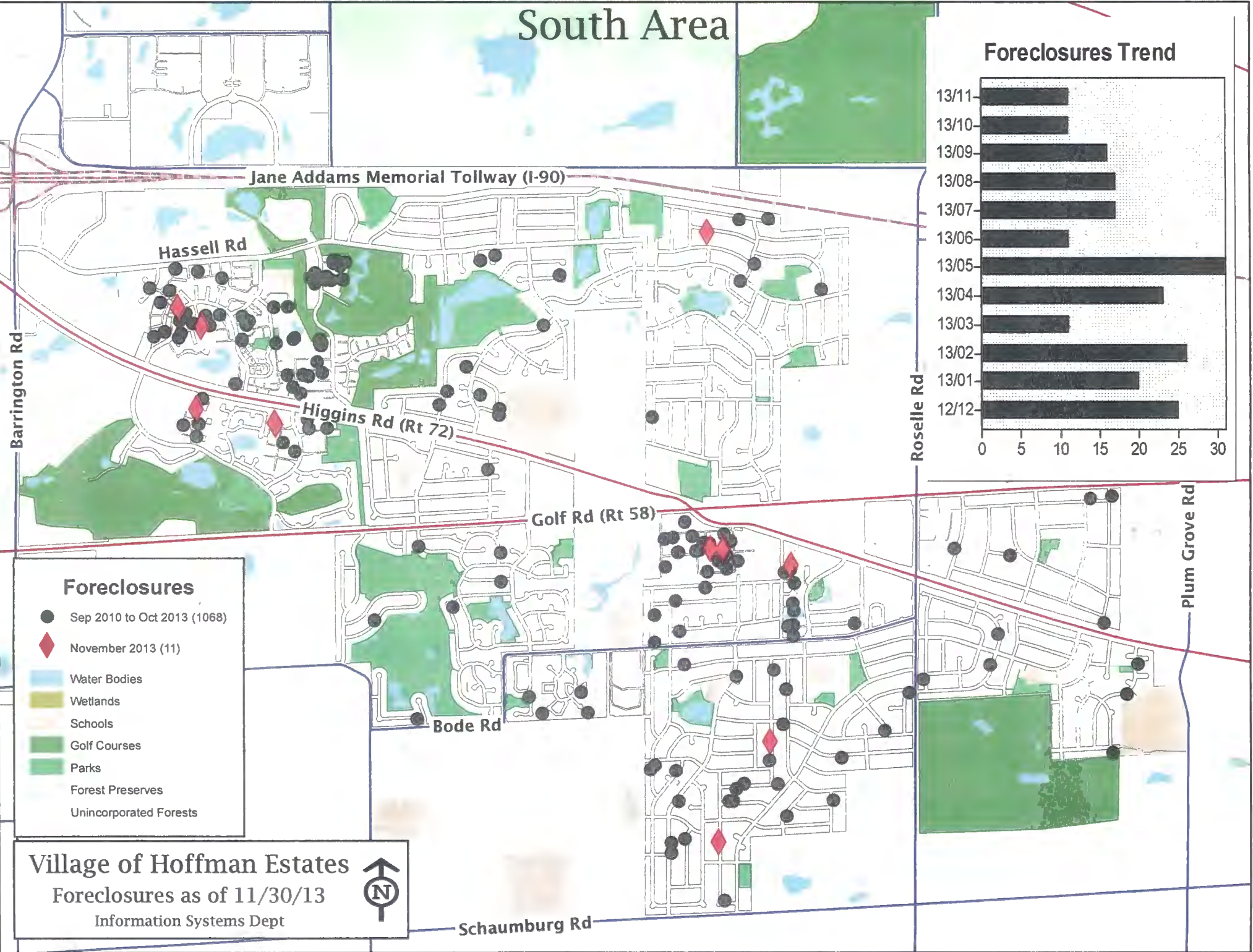
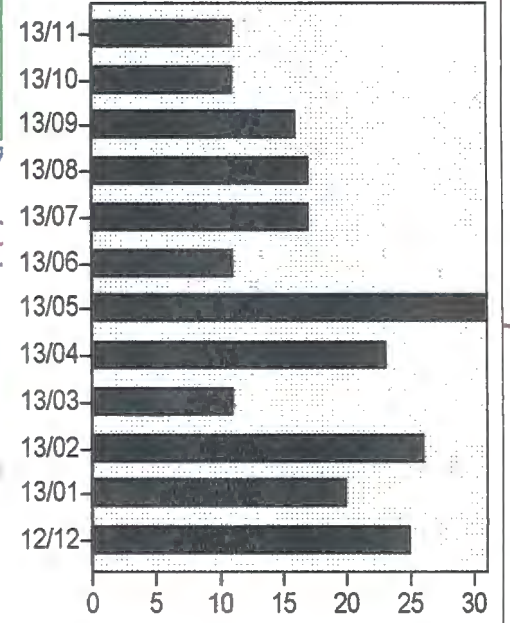
- Sep 2010 to Oct 2013 (1068)
- ◆ November 2013 (11)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates  
Foreclosures as of 11/30/13  
Information Systems Dept



# South Area

## Foreclosures Trend



### Foreclosures

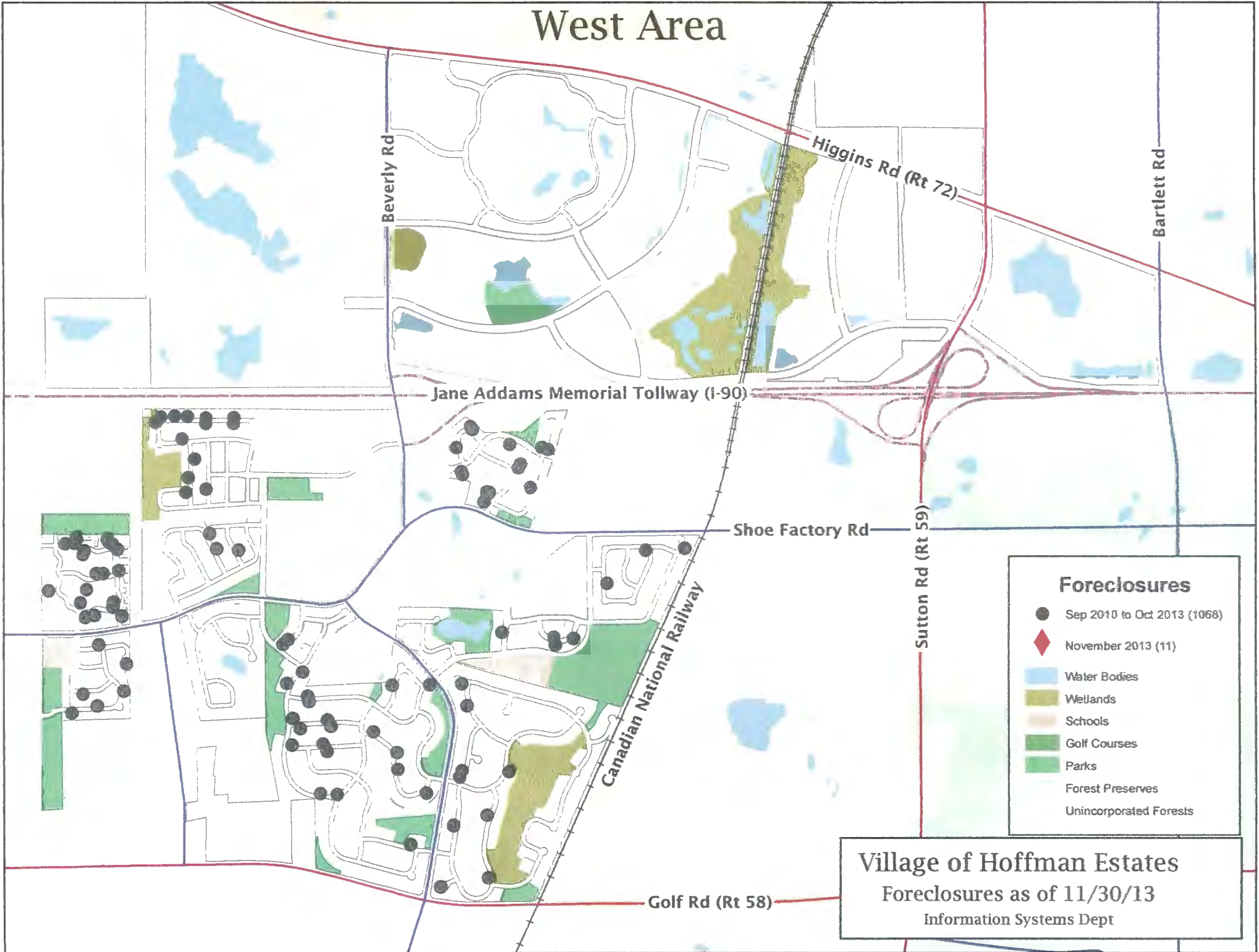
- Sep 2010 to Oct 2013 (1068)
- ◆ November 2013 (11)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates  
 Foreclosures as of 11/30/13  
 Information Systems Dept



Schaumburg Rd

# West Area



## Foreclosures

- Sep 2010 to Oct 2013 (1068)
- ◆ November 2013 (11)
- Water Bodies
- Wetlands
- Schools
- Golf Courses
- Parks
- Forest Preserves
- Unincorporated Forests

Village of Hoffman Estates  
Foreclosures as of 11/30/13  
Information Systems Dept

# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

DECEMBER 2013

NOTE: Collective efforts by Kevin Kramer and Gary Skoog.

## GENERAL

- ◆ Gary and Kevin spent time visiting individual businesses meeting the owners and managers to introduce Kevin and help with the transition.
- ◆ Spoke with local brokers to discuss their properties and hear about any changes in the market. Then worked with the brokers to update the Village's available properties database (HoffmanEstatesSites.com).
- ◆ Watched a presentation about Location One Information System which is an available properties database similar to ZoomProspector. Staff is considering changing from ZoomProspector to the new LOIS data system.
- ◆ Continued developing a business resource guide to help small and medium sized businesses open in Hoffman Estates.
- ◆ Assisted several small businesses in setting up a website through the Google "Get Your Business Online" campaign.
- ◆ Met with the directors of the SBDC at Harper and Elgin Community Colleges to understand their services and how they can serve the Hoffman Estates business community.
- ◆ Develop and promote the Skate with Santa Business Expo at the SCA to help promote the Hoffman Estates business community.
- ◆ Attended chamber events to meet the business community and learn various techniques to help small businesses.
- ◆ Met with local business owners and brokers to introduce myself and attended several business grand openings.
- ◆ Worked on advertising campaign for 2014.

## OFFICE/INDUSTRIAL

- ◆ Met with several companies about advertising Hoffman Estates in their 2014 office and industrial publications. These meetings helped to shape the advertising budget.
- ◆ Continued efforts to reinstate business retention and expansion visits to the major investors in the community.

**RETAIL**

- ◆ Ongoing discussions with the Sterling Organization regarding redevelopment options and potential for Hoffman Plaza.
- ◆ Spoke with several potential business owners and brokers looking to open in the Village. Discussed possible locations based on their business plans and provided the broker information for the proper vacancies.
- ◆ Held meetings with properties owned by banks to understand their goals and intentions and, if at all, the Village can help realize those goals.
- ◆ Continued pursuit of a hardware store operator in the Village.

**TOURISM**

- ◆ **Illinois Recreational Cheerleading Association – December 6-8, Sears Centre Arena.** State 2013 IRCA Cheerleading and Dance State Championship event at the Sears Centre Arena brings over 200 teams to the arena, with more than 5,000 athletes and 12,000 spectators filling our hotels. Connected this event organizer to Serta International Research and Development marketing department to secure props to add to their pajama/dance party for 750 cheerleaders taking place at the Chicago Marriott Northwest on December 7. Connecting event to area restaurants who can receive direct exposure to this audience by providing meals for the judging panel or purchasing a paid sponsorship. This year's event features a performance by "The Chicago Boyz", front runners in the America's Got Talent television competition performing amazing acrobatic jump rope feats sure to draw additional attendance.
- ◆ **Synchronized Skating Event - January 22-26, 2014, Sears Centre Arena.** Initially, all skating teams were staying in the airport area. By working closely with the event organizer, 7 of our hotels have already received reservations to host teams (Red Roof is excluded because of exterior entrances). Thus far, the spreadsheet shows 2,000+ room nights in Hoffman Estates alone and 7,000+ in all host hotels, stretching from Elgin to Elk Grove. That is over \$12,000 in hotel occupancy tax for our Village and additional spend in our restaurants and stores. The January dates and stay pattern is highly desirable for our hotels. Costing logoed room keys for all participating hotels and stand-up cardboard greeter signs for host hotels, Park District practice locations and host municipal locations.

Assisting in the development of an additional event (Youth Ice Hockey Tournament) for May 16-18, 2014, weekend. The Tournament will use approximately 1,000 room nights.

### HOTELS

- ◆ Conducted SWOT (strength, weakness, opportunity, threat) analysis of six focused and limited service properties along Barrington/Higgins Roads by placing "mystery shopper" property direct reservation calls at each using recognized "Signature Training" 16 points reservation scoring systems. This exercise allows hotel management to receive valuable feedback regarding front desk ability to drive rates while capturing reservations. Attempted online reservations for the same time period to provide comparison for management teams.
  
- ◆ **Stonegate Banquet and Conference Centre.** Provided analysis and feedback on the feasibility study commissioned by Stonegate Properties to support the construction of a 250 room high end hotel to flank the existing Banquet and Conference Centre.
  
- ◆ **Fitness for America - July 201.** Met with Marketing Director of the Hoffman Estates Park District to enlarge their role in reaching out to local families and youth participants to provide the following:
  - ◇ Quarter page ad in Spring Guide on Events pages (pg 3-4) deadline is Friday, December 13, size is 4" x 5.25" - arrives in homes February 21.
  - ◇ Quarter page ad in Summer Guide on Events pages (pg 3-4), repeat artwork - arrives in homes April 18.
  - ◇ Hoffman Estates Park District website banner on our home page six weeks prior to the event and event calendars.
  - ◇ E-blast to general Hoffman Estates Park District households three times in the six weeks prior to the event.
  - ◇ Digital signage in all our facilities and at the kiosk at Alexian Brothers Outpatient waiting room and in our events listing on Hoffman Estates TV.
  - ◇ Facebook and twitter posts eight weeks prior.
  - ◇ HEALTHeKids newsletter article in June and July issues.
  - ◇ Posters in facilities (Triphahn Center, Willow Recreation Center, Prairie Stone Sports & Wellness Center, Seascape)

They are also encouraging their existing running classes to run the event and get their "Prairie Dogs" to form a team to run.

### BUSINESS RETENTION

- ◆ **Google - Get your Business Online.** Circulated flyers prepared by Economic Development to restaurants that need assistance in creating or reinventing stagnant websites. Attended "get your business on the front page of Google" seminar hosted by Barrington Community Bank.
  
- ◆ **Connected Great Harvest Bread Company.** New company opening in the Village in February 2014, to several large scale events through the Park District to distribute fresh hot breads and sweets as part of their client cultivation process.
  
- ◆



- ◆ Attended the Grand Opening of Savers and connected their marketing coordinator to the Senior Commission of Hoffman Estates.
- ◆ Attended grand opening of newly rebranded Hawthorne Suites and connected their management team to Synchronized Skating and Illinois Recreational Cheerleading events to capture reservations as previous management team had declined to participate.
- ◆ **Chamber of Commerce - Random Acts of Kindness Committee.** Participated in soliciting additional sponsorship from Chamber businesses for Shop with a Cop program; helped market Hilton Garden Inn SWAC fundraiser (Girls Night Out) on December 4; solicited additional activity providers (Arboretum of South Barrington) providing professional face painters, nail station, and tattoo station; invited Noteables to sing during the breakfast portion taking place at the Chicago Marriott after shopping at Target.



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Kevin Kramer, Director of Economic Development