

Village of Hoffman Estates

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

May 12, 2025

1. ROLL CALL

Members in Attendance:

**Gary Stanton, Chair
Karen Arnet, Vice-Chair
Karen Mills, Trustee
Anna Newell, Trustee
Patrick Kinnane, Trustee
Mayor William D. McLeod**

Via Phone:

Gary Pilafas, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Jana Dickson, Asst. Corporation Counsel
Jon Pape, Assistant Village Manager
Patrick Seger, Director of HRM
Michael Walker, Community Planner II
Pete Gugliotta, Dir. Dev. Services
Ric Signorella, Multimedia Production Mgr.
Ben Gibbs, NOW Arena GM**

The Planning, Building & Zoning Committee meeting was called to order at 7:09 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the Planning, Building & Zoning Committee meeting minutes of April 14, 2025. Roll call vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

- A. Approval of an Ordinance proposing the establishment of a Special Service Area in the Village of Hoffman Estates, Illinois providing for a public hearing and other related procedures – Special Service Area 2025-1 (Kensington Fields)**

An item summary sheet from Jana Dickson and James Donahue was presented to Committee.

Mrs. Dickson provide background on the request. Several Trustees had questions about who was responsible for the area and the logistics of collection / tax levy.

Mr. Palm included additional background and explained the SSA protects the Village and is administratively much easier to manage. The SSA is recorded against the entire property so that when homeowners purchase a home, they will see this within the paperwork.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve an ordinance proposing the establishment of a Special Service Area in the Village of Hoffman Estates, Illinois providing for a public hearing and other related procedures – Special Service Area 2025-1 (Kensington Fields) Roll call vote taken. All ayes. Motion carried.

B. Approval of:

- a. The termination of the CDBG-CV Agreement with North West Housing Partnership (NWPB) for the Utility and/or Rental Assistance Project: and**
- b. A CDBG-CV Agreement with Clearbrook for HVAC replacements at 1260 W. Higgins Road.**

An item summary sheet from Pete Gugliotta and Michael Walker was presented to Committee.

Trustee Mills asked in CDBG will continue to send money. Mr. Walker indicated the Village would receive a similar allocation next year. Staff is working on a 5-year plan with the assumption of similar funding.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve a.) the termination of the CDBG-CV Agreement with North West Housing Partnership (NWPB) for the Utility and/or Rental Assistance Project: and b.) a CDBG-CV Agreement with Clearbrook for HVAC replacements at 1260 W. Higgins Road. Roll call vote taken. All ayes. Motion carried.

5. REPORTS (INFORMATION ONLY)

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

Mayor McLeod inquired when The Scooters Coffee shop would be built. A lot of engineering work has been done and has been submitted to FEMA for review according to Mr. Gugliotta. He also noted that the owners are very anxious to get started. Mr. Gugliotta said we should know if a couple of months.

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

B. Department of Development Services monthly report for Code Enforcement Division.

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

C. Department of Development Services monthly report for Economic Development and Tourism.

The Department of Development Services monthly report for Economic Development and Tourism was received and filed.

- 6. PRESIDENT'S REPORT**
- 7. ITEMS IN REVIEW**
- 8. OTHER**
- 9. ADJOURNMENT**

Motion by Trustee Kinnane, seconded by Trustee Arnet, to adjourn the meeting at 7:34 pm. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations/
Outreach, Office of the Mayor & Board

Date