

Village of Hoffman Estates

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

August 4, 2025

1. ROLL CALL

Members in Attendance:

**Gary Stanton, Chair
Karen Arnet, Vice-Chair
Patrick Kinnane, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William D. McLeod (via electronic
attendance)**

Member Absent:

Karen Mills, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Jon Pape, Assistant Village Manager
Patrick Seger, Director of HRM
Pete Gugliotta, Dir. Dev. Services
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Monica Saavedra, Director of HHS
Joe Nebel, Public Works Director
Rachel Musiala, Director of Finance
Darek Raszka, Director of IS
Michael Walker, Community Planner
Sanyo Kapur, Director of Building & Code Enf.
Patty Richter, Village Clerk
Missy Brito, Communications Manager
Ric Signorella, Cable TV Coordinator**

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

Motion by Trustee Pilafas, seconded by Trustee Kinnane, to allow Mayor McLeod to attend via electronic attendance. Voice vote taken. All Ayes. Motion carried.

2. APPROVAL OF MINUTES

Motion by Trustee Pilafas, seconded by Trustee Kinnane, to approve the Planning, Building & Zoning Committee meeting minutes of July 7, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Approval of 2025-2029 CDBG Consolidated Plan (ConPlan) and 2025 Annual Action Plan (AAP)

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

Michael Walker addressed the Committee and reported that as part of the CDBG obligations with HUD, the Village is required to report on our plan to spend out the next 5 years worth of annual allocations. The amount of \$183,662 will be allocated to an infrastructure project and the remaining \$45,912 of the total \$229,562 will cover administration costs. The ConPlan covers the years 2026-2029 but the exact amount that will be in each allocation is currently unknown.

Motion by Trustee Kinnane, seconded by Trustee Arnet, to approve the 2025-2029 CDBG Consolidated Plan (ConPlan) and the 2025 Annual Action Plan (AAP) Voice vote taken. All ayes. Motion carried.

B. Approval of 2025 CDBG Agreement with North West Housing Partnership to carry out Single Family Rehab Program with modified repayment terms.

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

Michael Walker addressed the Committee and advised that interest in this program has declined greatly in recent years, with only allowing about one to three homeowners completed the program each year. The North West Housing Partnership has seen greater success operation the program in other municipalities that allow for the loan amount to gradually become forgivable over time, as this is less of a burden and more attractive to homeowners in need. The Agreement including modifications where a proposed repayment schedule would allow for the amount of the loan to decrease starting in year five, becoming 0% needing to be repaid after 14 years.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve the 2025 CDBG Agreement with North West Housing Partnership to carry out Single Family Rehab Program with modified repayment terms. Voice vote taken. All ayes. Motion carried.

C. Approval of an ordinance amending Section 11-7-1-A-5, Fee Schedule, of Chapter 11, Building Requirements, of the Hoffman Estates Municipal Code.

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

Sanyo Kapur addressed the Committee and reported that the proposed increase is for Village administrative fees for conveyance-related services which will reduce the negative fiscal impact on the Village due to an increase in Thompson Elevator Inspection Services.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve amendment to Municipal Code Section 11-7-1 for an increase in fees for services related to conveyances, due to an increase in third party elevator consultant fees. Voice vote taken. All ayes. Motion carried.

5. REPORTS**A. Department of Development Services monthly report for Planning Division.**

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.

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

Motion by Trustee Pilafas, seconded by Trustee Arnet, to adjourn the meeting at 7:19 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date