

Village of Hoffman Estates

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

September 9, 2024

1. ROLL CALL

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Jon Pape, Assistant Village Manager
Alan Wax, Fire Chief
Kathryn Cawley, Police Chief
Patrick Seger, Director of HRM
Bryan Ackerland, Director of Code Enf.
Andy LoBosco, Sr. Program Mgr. – Eng.
Jennifer Horn, Dir. Planning and Trans.
Phil Green, Trans. & Long Range Planner
Kevin Kramer, Econ. Dev. Director
Sonia Zala, St. Transportation Eng.
Ric Signorella, Multimedia Production Mgr.**

The Planning, Building & Zoning Committee meeting was called to order at 7:37 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Kinnane, to approve the Planning, Building & Zoning Committee meeting minutes of August 5, 2024. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Stonington & Pembroke TIF District Implementation Update.

An item summary sheet from Phil Green was presented to Committee.

Phil Green addressed the Committee and provided an update on the Stonington and Pembroke TIF District. The plan outlines a long-term vision for the area, offering redevelopment recommendations for numerous parcels. The plan suggests a shift toward multi-family housing, mixed-use, office, retail and flexible industrial spaces. Staff has been actively engaging property owners and stakeholders and initiating steps to transport the district into a vibrant mixed-use business hub.

Questions from the Committee included a unique zoning area for the district, financial partners and a downtown area.

B. Approval of an ordinance creating the Stonington & Pembroke TIF District Small Business Improvement Grant Program.

An item summary sheet from Kevin Kramer was presented to Committee.

Kevin Kramer addressed the Committee and provided details of the TIF Small Business Improvement Grant Program. This grant would be for a maximum of \$30,000 and would be 1:2 matching grant. Applicants must spend the dollars for move in or expanding the space and must submit a detailed description of the work to be completed. The grant is only for permanent fixtures that improve the property. Funds for the grant would come from the General Fund for now and be reimbursed with TIF funds, when available.

Trustee Mills stated that she would be more comfortable with the Board being a part of the approval process for applicants seeking funds.

Trustee Kinnane asked if \$30,000 is enough an incentive for businesses to apply for a grant.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve an ordinance creating the Stonington & Pembroke TIF District Small Business Improvement Grant Program. Voice vote taken. All ayes. Motion carried.

C. VisitHoffman Website Redesign Update.

An item summary sheet from Kevin Kramer and Linda Scheck was presented to Committee.

Kevin Kramer addressed the Committee and reported that the VisitHoffman website was last updated in 2013. A professional redesign is needed to meet today's technology standards. An RFP was done in June and 38 responses were received. McDaniels Marketing from Pekin, IL was selected and the contract for website redesign and light rebranding services is \$29,875 and is budgeted.

5. REPORTS (INFORMATION ONLY)

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.

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 Pilafas, seconded by Trustee Kinnane, to adjourn the meeting at 8:14 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date