

**Village of Hoffman Estates**

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

**January 12, 2015**

**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  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Economic Development Coord.  
Patrick Seger, Director of HRM  
Michael Hankey, Director of Transportation  
Jeff Jorian, Fire Chief  
Ted Bos, Acting Police Chief  
Bruce Anderson, CATV Coordinator  
Ashley Monroe, Asst. to Village Manager  
Austin Pollack, Administration Intern  
Clayton Black, Development Services Analyst**

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

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Planning, Building & Zoning Committee meeting minutes of December 8, 2014. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of a subordination request for Community Development Block Grant (CDBG) single-family rehabilitation loan at 540 Mohave Street.**

Clayton Black, Development Services Analyst, addressed the Committee and stated one of the recipients of a single family rehab grant through the CDBG program is refinancing their home mortgage. The Village has a second mortgage on the house which means for them to refinance the Village would have to agree to subordinate.

Trustee Mill stated this is the first time the Village has ever had a refinance go through on one of the Village's CDBG loans. Trustee Mills inquired and Peter Gugliotta confirmed that the Village would be doing this on a case by case basis.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve subordination request for Community Development Block Grant (CDBG) single-family rehabilitation loan at 540 Mohave Street.. 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 Trustee Vandenberg, to accept the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

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

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

Motion by Trustee Gaeta, seconded by Trustee Newell, 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.

Motion by Trustee Stanton, 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 7:09 p.m.  
Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Jennifer Djordjevic  
Director of Operations & Outreach  
Office of the Mayor and Board

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Date