

**Village of Hoffman Estates**

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

**February 8, 2016**

**I. Roll Call**

**Members in Attendance:**

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

**Members Absent:**

**Trustee Karen Mills  
Trustee Gary Pilafas**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Economic Dev. Coord.  
Mike Hankey, Director of Transportation  
Patrick Seger, Director of HRM  
Fred Besenhoffer, IS Director  
Ashley Monroe, Asst. to Village Manager  
Austin Pollack, Administration Intern  
Bruce Anderson, CATV Coordinator  
Patti Cross, Asst. Corporation Counsel**

The Planning, Building & Zoning Committee meeting was called to order at 7:10 p.m.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the Planning, Building & Zoning Committee meeting minutes of January 11, 2016. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of a resolution updating planning, zoning and other related fees.**

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

Pete Gugliotta addressed the Committee and gave a brief overview of development related fees and comparables with other area communities. Staff took a comprehensive approach to this review and determined that certain fees should be adjusted or further analyzed. The proposed fees remain below the average of surrounding communities.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a resolution updating planning, zoning and other related 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 presented to committee.

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

Minutes submitted by: