Village of Hoffman Estates   <u>DRAFT</u>

PLANNING, BUILDING & ZONING
COMMITTEE MEETING MINUTES   **March 17, 2014**

I.   Roll Call

Members in Attendance: **Karen Mills, Chairperson**
                                    Gayle Vandenbergh, 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 Koplin, Asst. Vlg. Mgr., Dev. Services
                                    Peter Gugliotta, Director of Planning
                                    Kevin Kramer, Economic Development Coord.
                                    Michael Hankey, Director of Transportation
                                    Jeff Jorian, Fire Chief
                                    Michael Hish, Police Chief
                                    Algean Garner, Director of HHS
                                    Rachel Musiala, Director of Finance
                                    Ashley Monroe, Asst. to the Village Manager
                                    Bruce Anderson, CATV Coordinator
                                    Tia Messino, Administrative Intern
                                    Patricia Cross, Asst. Corp. Counsel
                                    Patrick Seger, Director HRM

Others in Attendance: **Reporter from *Daily Herald***

The Planning, Building & Zoning Committee meeting was called to order at 7:00 p.m.

II.   Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Planning, Building & Zoning Committee meeting minutes of February 10, 2014. Voice vote taken. All ayes. Motion carried.

<u>NEW BUSINESS</u>

1.   **Request approval of an Intergovernmental Agreement between the Village of Schaumburg and the Village of Hoffman Estates regarding the placement and future maintenance of utilities within the Thacker Street right of way for single-family lots located within the Village of Schaumburg.**

An item summary from Peter Gugliotta and Jim Donahue was presented to Committee.

Trustee Stanton noted a correction on page 4 of the Agreement to add the word "from" to line 4.

Motion by Trustee Gaeta, seconded by Trustee Stanton to approve an Intergovernmental Agreement between the Village of Schaumburg and the Village of Hoffman Estates regarding the placement and future maintenance of utilities within the Thacker Street right of way for single-family lots located within the Village of Schaumburg. All ayes. Motion carried.

2. **Request by Kenilworth Investments, LLC for approval of an agreement allowing the installation of utilities, driveway aprons, and sidewalk within the Thacker Street right of way for a single-family subdivision of seven lots located within the Village of Schaumburg.**

An item summary sheet from Peter Gugliotta and Jim Donahue was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenbergh, to approve an ordinance amending Section 8-7-19 regarding garage sales. Voice vote taken. All ayes. Motion carried.

3. **Request by Higgins & Golf Ltd. for approval of a plat of easement vacation and approval of a site plan amendment to allow a freestanding canopy for the property located at 1051 W. Higgins Road (Land Rover).**

An item summary sheet from Peter Gugliotta and Jim Donahue was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenbergh, to approve request by Higgins & Golf Ltd. for approval of a plat of easement vacation and approval of a site plan amendment to allow a freestanding canopy for the property located at 1051 W. Higgins Road (Land Rover). Voice vote taken. All ayes. Motion carried.

4. **Request approval of an ordinance amending Section 8-13-2-D (residential rental housing licensing).**

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve an ordinance amending Section 8-13-2-D of Hoffman Estates Municipal Code (residential rental housing licensing). Voice vote taken. All ayes. Motion carried.

5. **Request approval of a resolution adopting the 2014 zoning map.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution adopting the 2014 zoning map. Voice vote taken. All ayes. Motion carried.

6. **Request approval for the Planning and Zoning Commission to hold public hearings to consider amendments to the Zoning Code (Chapter 9) regarding temporary signs.**

An item summary sheet from Peter Gugliotta and Josh Edwards was presented to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, for Planning and Zoning Commission to hold public hearings to consider amendments to the Zoning Code (Chapter 9) regarding temporary signs. Voice vote taken. All ayes. Motion carried.

7.   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 Vanderbergh, to accept the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

8.   Request acceptance of Department of Development Services monthly report for Code Enforcement Division.

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

Motion by Trustee Stanton, seconded by Trustee Pilafas, to accept the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

9.   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.

Trustee Pilafas congratulated Linda Scheck on securing a grant in the amount of $38,000 from the Illinois Office of Tourism that allowed the RNC Tournament to utilize the Sears Centre.

Motion by Trustee Pilafas, 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 Pilafas, seconded by Trustee Gaeta, to adjourn the meeting at 7:18 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Asst.   Date