

**PUBLIC MEETING NOTICE AND AGENDA
VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING**

**THURSDAY, APRIL 23, 2015
7:00 P.M.**



1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Consent Agenda:
(All items listed under Consent Agenda have been discussed at the Committee of the Whole and may be approved/accepted by one motion. The Village Clerk will number all Ordinances and Resolutions in order, following approval)
 - a) Approval of the March 19, 2015 Village Board Meeting Minutes
 - b) Approval of the April 23, 2015 Bill List in the Amount of \$357,567.38
 - c) Approval of Payout Request No. 1 in the amount of \$52,859.47 to Berger Excavating Contractors for Downtown Utilities Improvements Project
5. Items Removed from the Consent Agenda:
 - a) Approval of the April 2, 2015 Liquor Commission and April 2, 2015 Village Board Meeting Minutes
 - b) Approval of a Resolution Approving a Temporary Use Permit for Rotary Club of Huntley to Hold a Carnival in the Union Special Parking Lot and Temporary Sign Request
6. Items For Discussion and Consideration:
 - a) Consideration of a Resolution Accepting Planning Staff Assistance Delivered by the Chicago Metropolitan Agency for Planning (CMAP)
7. Village Attorney's Report
8. Village Manager's Report
9. Village President's Report
10. Unfinished Business
11. New Business

12. Executive Session

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

13. Possible Action on any Closed Session Item

14. Adjournment

MEETING LOCATION
Village of Huntley Municipal Complex
10987 Main Street
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.



David J. Johnson, Village Manager

Agenda Item: **Consideration of a Resolution Accepting Planning Staff Assistance Delivered by the Chicago Metropolitan Agency for Planning (CMAP)**

Department: **Development Services, Planning and Zoning**

Introduction

In October 2014 the Chicago Metropolitan Agency for Planning (CMAP) announced that the Village was successful in its request for a Local Technical Assistance grant for the preparation of a form-based code zoning ordinance amendment for the downtown and adjacent Route 47 corridor. The grant will cover the cost for hiring a consultant to assist in drafting the zoning amendments. There is no financial contribution required from the Village.

Staff has been working with CMAP to interview and hire a consultant and as part of the process CMAP staff has requested that the Village Board approve a resolution to demonstrate support for the project. The resolution also includes a Memorandum of Understanding for the Local Technical Assistance Program.

Staff Analysis

As previously discussed, the Downtown Revitalization Plan was the first document to propose a form-based code for the Village's downtown, and included design guidelines to serve as the first step toward the use of form-based standards in regulating development in the downtown area. The form-based code project will serve to replace the Village's existing zoning regulations for the downtown and adjacent Route 47 corridor with regulations that advance the goals of the Downtown Revitalization Plan.

Financial Impact

The grant will cover the cost of hiring a consultant which is estimated to be approximately \$30,000. The grant does not require any financial contribution from the Village.

Legal Analysis

None required.

Action Requested

A motion of the Village Board to Approve a Resolution Accepting Planning Staff Assistance Delivered by the Chicago Metropolitan Agency for Planning (CMAP)

Exhibits:

- Draft Resolution
- Memorandum of Understanding



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

CMAP MOU – Local Technical Assistance Program Between CMAP and the Village of Huntley APRIL 23, 2015

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
 - Scope of work for staff will be jointly determined by CMAP and applicant
 - CMAP will determine which of the relevant LTA staff will be assigned to manage the project from CMAP’s side (based on availability, skills, familiarity with the applicant community, and applicant preferences)
2. Consultant assistance
 - CMAP will contract with a consulting firm to assist LTA staff with work on the project
 - CMAP will be responsible for management of the consulting firm, administration of the contract, and all costs incurred by the consultant
 - The review of consultant proposals and the selection of the consultant will involve both agencies, and the recommendation of the preferred consultant will be based on a consensus choice of CMAP and the applicant
3. Access to resources
 - The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
 - The applicant will provide access to all relevant internal data, reports, and other information
 - The applicant’s leadership (key staff, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (committee meetings, Board meetings, etc) to ensure a successful project
4. Demonstration of local support
 - Applicants will be required to pass a resolution supporting the project at their governing board before work will begin
 - The community will be responsible for working with CMAP to identify a project steering committee
 - The applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information,

attending and assisting at public meetings, and providing key stakeholder contact information

5. Project management

- Project scope of work (including timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project

The undersigned parties agree to the terms listed above.

CMAP Representative:

Robert Dean, Deputy Executive Director

Date

VILLAGE OF HUNTLEY:

David Johnson, Village Manager

Date

**A RESOLUTION TO ACCEPT PLANNING
STAFF ASSISTANCE SERVICES DELIVERED BY THE
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

Resolution (R)2015-04._____

WHEREAS, the Village of Huntley (“the Village”) has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”), for a form-based code zoning ordinance amendment for the downtown and adjacent Route 47 corridor; and

WHEREAS, the Village’s request for such assistance has been recommended by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan’s implementation; and

WHEREAS, the Village and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) and a Scope of Services that will guide staff assistance services to be provided by CMAP.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HUNTLEY as follows:

SECTION I: The Village of Huntley supports this project to create a form-based code zoning ordinance amendment for the downtown and adjacent Route 47 corridor.

SECTION II: The Village of Huntley accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.

SECTION III: The Village Board of Trustees authorizes staff to finalize and execute a Memorandum of Understanding with an attached Scope of Services.

SECTION IV: The Village of Huntley recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.

SECTION V: This resolution shall be effective as of the date of its adoption.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Goldman	_____	_____	_____	_____
Trustee Huffman	_____	_____	_____	_____
Trustee Kanakaris	_____	_____	_____	_____
Trustee Leopold	_____	_____	_____	_____
Trustee Piwko	_____	_____	_____	_____
Trustee Westberg	_____	_____	_____	_____

PASSED and APPROVED this 23rd day of April, 2015.

APPROVED:

Village President

ATTEST:

Village Clerk