

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
October 20, 2016
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, October 20, 2016 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman and Village Attorney John Cowlin.

PLEDGE OF ALLEGIANCE: Mayor Sass led the Pledge of Allegiance.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of October 6, 2016 Committee of the Whole Meeting Minutes

Mayor Sass noted a typo on page 3 of the Minutes stating that Legion Post should be #673. Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the October 6, 2016 Committee of the Whole Meeting Minutes.

- b) Discussion – Approval of the October 27, 2016 Bill List in the amount of \$1,426,431.36

Mayor Sass reported that \$1,202,546.26 or (84.3%) of the total bill list of the total bill list is directly attributable to payment of SSA & TIF Property Taxes.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked if this was the last TIF payment; Village Manager Johnson stated it was not the last payment but the final payment is close to being paid.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the October 27, 2016 Bill List in the amount of \$1,426,431.36.

- c) Discussion – Consideration of an Ordinance Approving (i) an Amendment to the Village 10.20.16 COW Minutes

of Huntley Zoning Map to rezone 11103 S. Church Street from “R-2” Single Family Residence District to “B-4” Adaptive Reuse Business District and (ii) a Special Use Permit to allow required off-street parking spaces to be located in a different zoning district than the subject property

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Randy and Lisa Uidl, petitioners and owners of 11103 S. Church Street, are proposing a Zoning Map Amendment to rezone the property from “R-2” Single-Family Residence District to “B-4” Adaptive Re-use Business District. The subject property is located immediately south of Strode’s Furniture and adjacent to the Village’s alley and parking lot. The petitioners propose the adaptive reuse of the existing circa 1915 two-story house to accommodate a boutique style retail business on the first floor. The business, named Plenty, will sell products that include the following:

- Décor and home goods
- Assortment of small, specialty, handcrafted furniture and home furnishings
- Select books and an expanse of stationery products – paper, cards, journals pens, and select art supplies
- Artisan work
- Wellness items
- Unique jewelry, clothing and accessories
- Seasonal porch inspiration
- Music

Additionally, the petitioners propose to offer space on the second floor of the building for such things as guitar lessons and book clubs.

Staff Analysis

The proposed use of the property requires a Map Amendment to rezone the property and a Special Use Permit to allow off-site parking. If approved by the Village Board, the rezoning to “B-4” Adaptive Reuse Business District would allow the following Permitted and Special Uses on the subject property (special uses require a Public Hearing and are subject to the approval by the Village Board):

Permitted Uses:

- Advertising agency
- Antique sales
- Art gallery-art studio sales
- Art supply store
- Attorney’s office
- Barber shop/beauty
- Bicycle shop
- Bookkeeping service
- Book store
- Camera shop
- Craft shop
- Detective agency
- Clothes pressing and repair
- Dressmaker, seamstress
- Engineering office
- Florist Sales shop
- Gift shop
- Health food & vitamin store
- Hearing aid store
- Hobby shop
- Ice cream shop
- Income tax service
- Insurance office/agency
- Interior decorating studio
- Jewelry retail
- Leather goods
- Music, instrument/record store
- Photography
- Park
- Picture frame shop
- Public accountant
- Shoe and hat repair
- Single Family Dwelling
- Stationery store
- Tailor
- Ticket office
- Tot lot
- Toy store
- Travel agency
- Watch, clock – sales & repair

Special Uses (Requiring Public Hearing):

- Medical, Dental and Optometry offices/clinics
- Real estate office
- Restaurant
- Bed and breakfast establishments

Parking

The 1,080 square foot boutique requires five (5) parking spaces (four (4) parking spaces / 1,000 square feet). The adjacent available parking for the proposed boutique includes the existing Village parking lot, located immediately behind the subject property, which includes fifty-nine (59) parking stalls. There are

also four (4) parallel parking spaces on Church Street, near the intersection of Main Street and Church Street. Additionally, street parking is permitted on the east side of Church Street between Main and Mill Streets. The existing driveway and detached garage would remain as existing, but would be blocked to prohibit access by the public. The Zoning Ordinance allows off-site parking, upon approval of a Special Use Permit by the Village Board, provided that it is within 600 feet of the main entrance to the business and in the same block as the business so that no public street lies between the off-site parking spaces and the business. The use of the Village parking lot would meet these requirements.

Signage

The proposed signage includes two (2) wall signs and one (1) ground sign. The proposed wall signs will be an eight (8) square foot sign and a sixteen (16) square foot sign located on the east (front) and west (rear) elevations, respectively. The proposed ground sign will be a two-sided, sixteen (16) square foot sign located in the front yard to the north of the front porch stairs. The wall signs require relief to accommodate more than the single sign allowed per street frontage and the ground sign will require relief from the requisite ten (10') foot setback from the front lot line.

The color and style of the proposed signage is in conformance with the themes followed by downtown wayfinding and *Visit McHenry County* signage.

Downtown Revitalization Plan

The Downtown Revitalization Plan, adopted by the Village Board in 2010, planned for the conversion single family homes along south Church Street to commercial use.

Building Code

The use of the second floor is predicated on the owners installing a fire suppression system within the structure, which they have indicated will be done. Additionally, the owners are required to comply with the requirements of the Illinois Accessibility Code. Based on initial discussions between staff and the owners, it does not appear that the proposed alterations will meet the threshold to require accessibility improvements to the structure. The owners are not proposing any exterior changes to the property and only minor redecorating is proposed for the interior of the structure.

Relief Required

The relief required from the Lot, Area and Bulk Regulations under the proposed "B-4" Adaptive Reuse Business District is generally the same relief necessary for the site under the current zoning designation of "R-2" Single Family Residence District.

The proposed map amendment to "B-4" Adaptive Reuse Business District necessitates the following relief for the property's existing structure:

- (a) A minimum lot width of 70 feet is required within the "B-4" Adaptive Reuse Business District. The width of the subject lot is 53 feet, thereby requiring relief of 17 feet.
- (b) The minimum front yard setback is 30 feet within the "B-4" Adaptive Reuse Business District. The front yard setback is approximately 8 feet, thereby requiring relief of 22 feet.
- (c) The minimum parking lot/drive aisle setback is 10 feet in the "B-4" District. The existing driveway abuts both the north and south property lines, thereby requiring relief of 10 feet.
- (d) The 6,618 square foot lot is less than the 8,400 square foot minimum lot area required in "B-4" zoning district, thereby requiring relief of 1,782 square feet.

The proposed signage for the property requires the following relief from the Village's Sign Regulations:

- (a) Per Section 156.118 ground signs must be setback a minimum of ten (10') feet from property line/right-of-way. Relief is required to allow the proposed ground sign to be placed in the front yard within the ten (10') foot setback. The sign will be setback approximately 1.5 feet from the front lot line.

- (b) Per Section 156.123 one (1) wall sign is allowed per street frontage. Relief is therefore required to allow two (2) wall signs, one on both the front and rear elevations.

Plan Commission Recommendation

The public hearing to consider the petition was held before the Plan Commission on Monday, October 10, 2016. A neighboring property owner spoke in support of the request and there were no parties opposing the request. Having considered the proposed amendment to the Zoning Map, standards for special use permits and having fully heard and considered testimony, the Plan Commission unanimously recommended approval by a vote of 4 to 0, subject to the following conditions:

1. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.

2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.

3. No Signage is approved as part of the Special Use Permit.

Village Board Conceptual Review

The Village Board reviewed conceptual plans for the project at the September 15, 2016 Committee of the Whole meeting and expressed concerns regarding the following items:

- The Village Board had concerns about handicap accessibility to the proposed boutique. Staff noted that given the minimal changes to the exterior of the existing structure, accessibility to the structure does not have to be significantly altered but agreed to monitor the status of this issue throughout the building permit/certificate of occupancy approval process.

- The Village Board asked if there were plans for the use of the kitchen within the former residence and the petitioners noted that the kitchen would be staged to display the kitchen-related items for sale and that there were no plans to sell food as part of the proposed retail operation.

- The Village Board asked what signage was anticipated for the proposed boutique and the petitioners noted that the type and style of any signage is yet to be determined. The petitioner has since designed the signage and it is included with the application.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention, and Expansion* as a Strategic Priority, and "promote adaptive re-use of residences adjacent to the downtown" as an objective.

Financial Impact

The petitioner is required to pay any applicable building permit/inspection, engineering inspection, occupancy and sign permit fees.

Director Nordman reported that Mr. Randy Uidl is in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Piwko asked if there would be designated parking spaces for the business in the public parking lot; Director Nordman stated that there would not be designated parking spaces.

Trustee Westberg asked if the ground sign would be perpendicular to the street; Mr. Uidl stated that it would be perpendicular to the street.

Trustee Leopold asked if the second floor will be sprinklered; Mr. Uidl stated that it would be sprinklered and that the company they hired is working with the Huntley Fire Protection District.

Trustee Leopold stated that he would like the driveway to the rear employee parking lot to be gated.

Trustee Kanakaris stated that he would like the driveway to be black topped. Trustee Kanakaris also suggested that gooseneck lighting be installed on the wall signs so they can be seen at night. Trustee Kanakaris asked if they are planning on removing the garage at some point; Mr. Uidl stated that they planned on keeping the garage and using it for storage.

Trustee Goldman asked if the front door was wide enough should someone with a wheelchair be able to walk up the stairs but use a wheelchair inside the building; Mr. Uidl stated that the front door was wide enough and inside the first floor there are pocket doors so entry to the individual rooms is possible. Trustee Goldman suggested that in the future they may consider installing a ramp. Mr. Uidl stated that they have looked into a ramp which would have to be installed at the rear of the building or possibly a lift.

Trustee Leopold stated that he agreed with Trustee Kanakaris regarding the gooseneck lights.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for Approval an Ordinance adopting (i) an Amendment to the Village of Huntley Zoning Map to rezone 11103 S. Church Street from “R-2” Single Family Residence District to “B-4” Adaptive Reuse Business District and (ii) a Special Use Permit to allow required off-street parking spaces to be located in a different zoning district than the subject property.

- d) Discussion – Consideration of an Ordinance Approving the Dissolution of TIF 1 (Southern TIF/Kane County) effective December 31, 2016

Village Manager David Johnson reported that on January 28, 1993 pursuant to the Tax Increment Allocation Redevelopment Act, the Village of Huntley adopted ordinances approving and adopting the Huntley Redevelopment Plan for the Huntley Redevelopment Project Area Number One located in Kane County.

Staff Analysis

The Village is required to adopt an ordinance officially dissolving the end of the TIF as of December 31, 2016. In order for the tax levy to be properly allocated and valuations to be reported to all the taxing

bodies (as new construction) action must be taken prior to the adoption of the 2016 tax levy.

Financial Impact

Since inception, property values have been “frozen” at the 1993 valuation level. The 2016 levy, for taxes collected in 2017 will now include the current TIF valuation to be available to all affected taxing bodies in order to capture the 23 year growth that has occurred in the TIF district. Preliminary valuations have been received from both counties and staff will present tax levy estimates to the Village Board at the November 10, 2016 board meeting.

Legal Analysis

Village Bond Counsel has prepared the ordinance and all is in order for Village Board approval.

Mayor Sass asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward to the Village Board for Approval an Ordinance to Dissolve TIF 1 in Kane County effective December 31, 2016.

- e) Discussion - Consideration of a Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property

Mayor Sass reported that all new vehicles approved in the FY2016 budget have now been delivered and staff will utilize Obenauf online auction services to sell vehicles and equipment no longer in service.

Staff Analysis

Staff is requesting approval to sell or dispose of vehicles, a generator and a pick-up truck bed cover. These items have reached the end of their useful life with the Village. The vehicles and large items will be sold in accordance with the Village vehicle replacement policy through an online auction being conducted by Obenauf Auction Services.

Financial Impact

Revenue generated from the sales will go into the Equipment Replacement Fund.

Mayor Sass asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

VILLAGE PRESIDENT’S REPORT:

Trustee Leopold asked if there was an update on the Outlet Mall. Village Manager Johnson reported that Staff had a conversation with the owners and the plan is still to remove the tenants and as discussed previously they will need to look at stormwater management on site. Village Manager Johnson reported that any new redevelopment of the property would need to follow the current Kane County Stormwater Management requirements and ultimately would need to come back before the Village Board. It is anticipated that there will be a redevelopment agreement. Trustee Leopold asked if they could sue the
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Village regarding rezoning; Village Manager Johnson stated that they could but it isn't anticipated.

Trustee Kanakaris stated that not all the lights on Princeton Drive are working; Village Manager Johnson stated that Staff will follow up as that street is private and not under the Village's jurisdiction. Trustee Hoeft asked if most of the lights are on photocells; Village Manager Johnson stated that they were on photocells. Village Manager Johnson reported that service requests for non-working street lights have dropped since Jim Schwartz has taken over the maintenance of the street lights.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:26 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary