

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
March 21, 2013  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, March 21, 2013 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees Pam Fender, Ron Hahn, Nick Hanson, Niko Kanakaris, Harry Leopold and John Piwko.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Police Chief John Perkins and Village Attorney Mike Coppedge.

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

**SPECIAL PRESENTATION:** None

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Consideration of the February 28, 2013 Liquor Commission Hearing, February 28, 2013 Village Board and March 7, 2013 Committee of the Whole Meeting Minutes

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 February 28, 2013 Liquor Commission Hearing, February 28, 2013 Village Board and March 7, 2013 Committee of the Whole Meeting Minutes.*

- b) Discussion – Consideration of the March 28, 2013 Bill List in the Amount of \$509,232.03

Mayor Sass reported that \$128,088.19 of the bill list expenditures is from the FY12 Budget and the remaining \$381,143.84 is from the FY13 Budget. Mayor Sass reported that \$333,103.44 (or 65.4%) of the total bill list is attributable to Impact Fees, the Village's final share of the Reed Road Project, final payout for the 2012 MFT Street Program, a partial refund to reduce the Performance Guarantee on Regency Square to Interstate Partners, and payment of work done to replace the O.I.T. at Well 8 and the servicing of the well pump on Well 10.

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 for approval the March 28, 2013 Bill List in the Amount of \$509,232.03.***

- c) Discussion – Consideration of an Ordinance Granting Exemptions from Provisions of the Sign Regulations to Allow Off-Premise Signs for the Sun City Lions Club

Mayor Sass reported that the Sun City Lions Club has requested to place four (4) 30” x 36” (7.5 square feet) double-sided signs advertising a fund-raising pasta dinner at the Huntley High School on Friday, April 19, 2013. The signs, to be installed on Saturday, April 13<sup>th</sup> and removed on Saturday, April 20<sup>th</sup>, are proposed for installation within the right-of-way at the following three (3) locations:

- Northeast corner of Route 47/Del Webb Blvd. (Oak Creek Parkway)
- Southwest corner of Route 47/Kreutzer Road
- Southwest corner of Route 47/Regency Parkway

#### Staff Analysis

Similar requests have been approved for not-for-profit organizations for the placement at various locations of temporary, off-premise signage advertising fundraising breakfast/dinner events. The request is for placement within Village right-of-way.

Staff recommends the following conditions be applied should the Village Board approve the request:

1. The petitioner shall obtain a sign permit from the Development Services Department prior to installing the signs.
2. The signs shall be maintained in good condition at all times.

#### Financial Impact

Per Section 156.115 Permit Fees, (2) Special Exception Signs, temporary sign permit fees for non-profit organizations shall be waived.

#### Legal Analysis

The Village Board’s authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.125 (G) (1) pertaining to Off-Premise Signs.

Mayor Sass reported that Mr. Jim Harper from the Sun City Lions was in attendance to answer questions.

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 for approval an Ordinance granting exemptions from Provisions of the Sign Regulations to Allow Off-Premise Signs for the Sun City Lions Club pasta dinner, subject to the conditions of approval.***

- d) Discussion – Consideration of a Resolution issuing a Temporary Use Permit Request – 2013 Seasonal Sales – Jewel/Osco, 13200 Village Green Parkway

Mayor Sass reported that Jewel/Osco is requesting a temporary use permit to conduct their seasonal outdoor sales of merchandise for 2013. The request is for the following time periods:

Spring Garden Center: 2013 dates: April 11, 2013 through June 15, 2013

Fall Foliage: 2013 dates: August 22, 2013 through October 2, 2013

Fall Pumpkin Patch: 2013 dates: September 29, 2013 through November 2, 2013

Winter Wreaths: 2013 dates: November 7, 2013 through December 25, 2013

The merchandise would be displayed as depicted on the site plan included in the packet.

#### Staff Analysis

Should the Board approve this request, Staff recommends the following Conditions of Approval:

1. The standard \$75 temporary use permit fee for each request (\$300 total) must be paid by Jewel-Osco prior to displaying the merchandise.
2. Walkways must be kept clear and all materials kept at least 3 feet from the curb.

#### Financial Impact

The petitioner will be required to pay the \$75 Temporary Use Permit fee for each event (\$300 total).

#### Legal Analysis

The Zoning Ordinance - Section 156.084 Temporary Uses, Structures and Obstructions; (E) (5) *Display and Sale of Farm, Garden or Floral Commodities* allows for the requested temporary use provided it is limited to 90 days duration and adequate ingress and egress from adjoining roadways is accommodated.

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 for approval a resolution granting a Temporary Use Permit to Jewel/Osco for 2013 Seasonal Sales at 13200 Village Green Parkway, subject to the conditions of approval.***

- e) Discussion – Consideration of an Ordinance Granting Relief from the Village’s Sign Regulations to install a Ground Monument Sign with Matrix Display Message Board at Covington Lakes Retail Shopping Center

Director of Development Services Charles Nordman reported that the Covington Lakes Retail Shopping Center is requesting approval to install a double-faced monument sign with a total height of eleven and one-half (11’-6”) feet at the northeast corner of Route 47/Rainsford Drive.

The proposed monument sign will have a 7’-6” x 10’-0” (75 square feet) copy area divided into two sections: a 2’-6” x 10’-0” (25 square feet) full-color matrix display board above a 5’-0” x 10’-0” (50 square feet) area for shopping center tenant names. The sign will be framed with brick and a standing seam metal roof element matching the principal structure.

The proposed sign will be located just west of the westernmost entrance to the site no closer than ten (10’) feet from the Rainsford Drive right-of-way/property line and, per Ordinance (O)2003-09.81, no closer than fifty (50’) feet of the Route 47 right-of-way/property line.

#### Staff Analysis

The proposed monument sign approved as part of the Covington Lakes Retail Shopping Center Final Planned Unit Development Ordinance (O)2003-9.81, was twelve (12’) feet in height with brick surrounding an eighty-three (83) square foot tenant name copy-area and a stone cap. However, the sign was never installed.

The proposed ground monument sign will require relief from the Village Sign Regulations which prohibits signs that move and/or flash, except time and temperature signs, due to the proposed full-color matrix display.

Article XIII – Sign Regulations, Section 156.122 Ground Signs, requirements are as follows:

	SIGN REGULATIONS	PROPOSED SIGN	RELIEF REQUIRED
AREA	80 sq. ft.	75 sq. ft.	None
HEIGHT	15 ft.	11’-6”	None
LOCATION	10 ft. from ROW if sign exceeds 3½ ft. in height.	>10 ft. from ROW & southern property line	None
NUMBER PER LOT	1	1	None
CHANGEABLE COPY	Area to not exceed 50% of the permitted sign area. Signs may not rotate or flash messages, except time and temperature signs.	33% of permitted sign area. Sign would periodically change messages.	Relief is required for the matrix display message board to periodically change messages.

Other reader boards granted relief have been located at individual businesses rather than at a multi-tenant center as in this request.

Staff recommends the following conditions be added should the Village Board approve the ground monument sign with graphic reader board and setback relief permit request:

1. Displays shall contain static messages only and shall not have movement or the appearance or optical illusion of movement, of any part of the sign structure, design or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of light intensity other than that provided through an automatic dimming system to control overall illumination intensity. Each message on the sign shall be displayed for a minimum of 10 seconds. The change of messages must be accomplished immediately.
2. For every one (1) square foot of sign area there shall be provided two (2) square feet of landscaped area immediately adjacent to the sign base.
3. The owners of the shopping center shall make the message board available to tenants to utilize for advertising sales or providing other information so as to limit requests for temporary banners.
4. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

Financial Impact

The Village’s Sign Regulations permit fees for the subject sign includes the \$75.00 basic fee plus \$0.50 per square foot (75 s.f. x \$0.50 or \$37.50) and the \$60.00 Electrical Permit Fee, for a total permit fee of \$172.50.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Zoning Ordinance - Sign Regulations §156.128 to accommodate the Ground Sign with a matrix display board message center.

Mr. Nordman reported that John Fuhler, the property owner, and Ron Ottinger with Rainbow Signs were in attendance to answer questions.

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

Trustee Fender asked the property owner to make sure the copy on the sign is g-rated.

Trustee Hanson stated that to dress up the sign he would like to have limestone accents added.

Trustee Leopold agreed and said he would like corbels added to the sides and he would also like to see a drawing of the new sign prior to approval.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to wait until a new exhibit was prepared and reviewed before taking a vote on this agenda item.***

- f) Discussion – Consideration of a Resolution Approving a Proposal for Professional Engineering Services for Design and Construction Services of Roadway Lighting for the Kreutzer Road Extension – Christopher B. Burke Engineering, Ltd.

Senior Assistant to the Village Manager Lisa Armour reported that Christopher B. Burke Engineering, Ltd. has submitted a proposal for professional engineering services for design and construction services of roadway lighting for the Kreutzer Road extension. The proposal includes an understanding of the project, scope of services, and estimate of fee. Total estimated cost is \$22,100.

#### Staff Analysis

Since Kreutzer Road is under Village jurisdiction, it is more cost effective to complete the roadway lighting under a separate contract which only requires Village review of lighting design. The design will be in accordance with existing Village standards and will match the existing lighting to the north and east of the project. Design will include roadway lighting poles, luminaires, metal foundations, HDPE duct, and wire that will be utilized for a plan set to be bid out separately from the Kreutzer Road Extension.

#### Financial Impact

The total estimated cost is \$22,100 which will be billed to the Village on a time and materials basis, not to exceed the \$22,100 total utilizing the rates in the Master Agreement for billing purposes. Lighting is part of the overall cost for the Kreutzer Road Extension, which is funded in the FY2013 Annual Budget line item 04-10-4-7500, Street Improvement Fund.

#### Legal Analysis

Staff has reviewed the proposal and all is in order for Village Board consideration.

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

Trustee Piwko asked if sidewalk was planned on Kreutzer Road; Village Manager Johnson reported that the bike path will continue on the east side of the road from where it stops at the Lions Chase Subdivision.

Trustee Leopold asked about the lighting design; Village Manager Johnson reported that it will be the same lighting as exists on Kreutzer Road at Main Street.

Trustee Hahn asked if LED lighting would be considered as it will save on maintenance; Village

Manager Johnson reported that staff will look into this option and follow up with CBBEL.

Trustee Hanson asked if solar powered street lighting is ever considered; Village Manager Johnson reported that it will be discussed with CBBEL.

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 a resolution approving a Proposal for Professional Engineering Services for Design and Construction Services of Roadway Lighting for the Kreuzer Road Extension – Christopher B. Burke Engineering, Ltd.***

- g) Discussion – Consideration of a Resolution Approving a Professional Services Agreement between the Village of Huntley and Houseal Lavigne Associates for Preparation of a Downtown Streetscape Plan

Director of Development Services Charles Nordman reported that as reviewed with the Village Board on February 14, 2013, a priority of the Downtown Revitalization Plan is to implement a comprehensive and consistent streetscape improvement system within the Downtown. Based on this priority, a goal for the Development Services Department in 2013 is to prepare a master streetscape plan that will achieve the following:

1. Develop clear consensus on an overall design.
2. Obtain consensus for specific design elements including, but not limited to, streets, sidewalks, utilities, site amenities, and wayfinding signage.
3. Prepare engineering plans to construct improvements in manageable pieces.

To assist with achieving this goal staff has contacted Houseal Lavigne Associates to provide a proposal for the preparation of a master streetscape plan for the Downtown. Houseal Lavigne is the planning firm that prepared the Downtown Revitalization Plan which was adopted by the Village Board in September 2010.

The proposal prepared by Houseal Lavigne provides a scope of work that will result in a streetscape plan that will be the basis for preparing engineering plans. Houseal Lavigne will work closely with the Village's engineering consultant, Christopher B. Burke Engineering Ltd., to ensure proposed designs can be properly engineered and constructed in manageable phases.

The ultimate goal is to have engineering plans prepared and ready for construction when funding first becomes available from either the new Downtown/Route 47 Corridor TIF or grant opportunities. Engineering plans are separate and are not a part of the proposed PSA with Houseal Lavigne Associates.

#### Financial Impact

The scope of work proposes to complete the work at a not to exceed cost of \$40,000.

Mr. Nordman reported that Dan Gardner from Houseal Lavigne Associates was in attendance to answer questions.

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

Trustee Leopold asked if enough detailed information will be provided under Item 2; Village Manager Johnson reported that the detail will be included in the subsequent follow up work completed by the 03.21.13 COW Minutes

engineering consultant.

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 a Resolution authorizing the Village Manager to enter into a PSA between the Village of Huntley and Houseal Lavigne Associates for preparation of a Downtown Streetscape Plan.***

- h) Discussion – Consideration of a Resolution Authorizing the Purchase of Three (3) Vehicles for the Police Department

Police Chief John Perkins reported that based on current vehicle use and projected mileage of patrol vehicles, FY2013 vehicle replacement plan includes three (3) patrol vehicles.

Staff Analysis

This replacement plan will address three 2009 vehicles (#21, #23 & #26) which are all nearing or over 100,000 miles. The police squad car fleet is heavily used, sometimes around the clock. The cars not only have high mileage but also many idling hours which add to the engine wear. These vehicles are all in their fourth year of service and are in need of replacement. The new squad cars will be more reliable and will better serve the community.

The police squad car fleet is changing over from the traditional Ford Crown Vic to the Ford Interceptor. The Interceptor is offered in both sedan and SUV versions. This purchase will include one sedan and two SUV. Both are offered in all wheel drive and have numerous exchangeable parts designed for efficient repairs. Both are equipped with a V-6 engine and are rated as flex-fuel vehicles which will allow the department to continue to utilize E-85 fuel for the fleet. The new Ford Interceptors that are presently in the fleet provided superior performance during the recent snow events.

Financial Impact

Staff is seeking approval to purchase the vehicles through the Illinois Department of Central Management Services (CMS) Procurement Program. Morrow Brothers Ford out of Greenfield, Illinois was awarded the State bid. Total cost for the three vehicles is \$82,552.00.

Funds for this project will come from the Village's Equipment Replacement Fund line item: 48-10-4-7750.

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

Trustee Fender asked if the officers preferred the recently purchased sedan or SUV better; Chief Perkins stated that both types of vehicles have received good reviews by the officers.

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 a resolution authorizing the purchase of three (3) Police patrol vehicles.***

- i) Discussion – Consideration of a Resolution Approving the Purchase of a 2013 John Deere 524K Wheel Loader from West Side Tractor Sales Co.

Senior Assistant to the Village Manager Lisa Armour reported that the FY2013 Budget includes funding for the purchase of a new front end loader (wheel loader) equipped with lifting forks and snowplow attachments. Amount budgeted is \$150,000. The loader would be utilized for unloading pipe and cleaning cul-de-sacs.

#### Staff Analysis

The Village recently joined the National Joint Powers Alliance (NJPA), which competitively bids the procurement of various goods and services. Staff has obtained a proposal from NJPA and a second proposal from West Side Tractor Co., (the regional franchise supplier for John Deere). The bid proposal from NJPA comes directly from corporate John Deere, but would be delivered through West Side Tractor. West Side Tractor is willing to provide an additional discount from the NJPA price because of their long history of supplying equipment to Huntley.

#### Financial Impact

Staff has received two (2) bid proposals:

- NJPA \$138,435.61
- West Side Tractor \$136,980.00 (\$1,455.61 less)

The FY2013 Budget has \$150,000.00 identified for purchasing a new 2013 Wheel Loader split between Capital Projects Fund 02-10-4-7720, Water Capital 20-10-4-6900 and Sewer Capital 30-90-4-6955 (\$50,000 each fund), which will leave a balance of \$13,020.00 to purchase either a snowplow attachment or lifting forks.

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 for approval a resolution approving the purchase of a 2013 John Deere 524K Wheel Loader from West Side Tractor Co. in the amount of \$136,980.00.***

- j) Discussion – Consideration of an Ordinance Approving the 2013 Village of Huntley Zoning Map Update

Mayor Sass reported that annually, in accordance with the Huntley Zoning Ordinance the Village is required to formally adopt an updated zoning map. The required notice, informing the public of the revised map, will appear in the Northwest Herald during the week of March 25, 2013.

#### Staff Analysis

The following zoning reclassifications are reflected on the proposed map:

- (1) *10408 Cindy Jo Avenue* – The map has been updated to reflect the rezoning from “R-1” Single Family Residence District to “R-3” Duplex Residence District per Ordinance 2012-03.10
- (2) *12005 Fourth Street* – The map has been updated to reflect the rezoning from “M” Manufacturing District to “R-2” Single Family Residence District per Ordinance 2012-06.28
- (3) *Talamore – Pod 2* – The map has been updated to reflect the rezoning from “R-4 (PUD)” Townhomes and Condominiums – Planned Unit Development to “RE-1 (PUD)” Residential Estate District – Planned Unit Development per Ordinance (O)2012-09.42

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 for approval an ordinance adopting the 2013 Village of Huntley Zoning Map Update.*

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:**

Trustee Piwko asked staff to look into the requirements to receive the Governor's Hometown Award. Trustee Piwko also asked for an update regarding the Tobacco Hut property; Village Manager Johnson reported that staff is working with the property owner and an update will be provided to the Village Board.

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass asked the Committee to RSVP to staff for the upcoming McCOG meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:25 p.m.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Kanakaris

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary