

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
April 18, 2013
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, April 18, 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, Village Clerk Rita McMahon, Director of Development Services Charles Nordman 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 March 28, 2013 Village Board and April 4, 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 March 28, 2013 Village Board and April 25, 2013 Committee of the Whole Meeting Minutes.

- b) Discussion – Consideration of the April 25, 2013 Bill List in the Amount of \$544,146.08

Mayor Sass reported that \$284,151.02(or 52%) of the total bill list is attributable to TIF Sales Tax & Sales Tax Rebate to Viking - TDC Huntley, LLC. This expenditure is from the FY12 Budget.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the April 25, 2013 Bill List in the Amount of \$544,146.08.

- c) Discussion – Authorization to enter into a multi-year Letter of Understanding with the Huntley Park District for the Use of Village owned property

Mayor Sass reported that the Village is in receipt of a request from the Huntley Park District to use the open space behind the Public Works facility along the east side of Donald Drive. The request includes the use the property for youth soccer and t-ball for the months of April through October. The Park District has used this property previously for smaller soccer fields for the 4 – 8 year old age group.

Staff Analysis

The Park District is requesting permission to use the field behind the Public Works facility on Donald Drive for the years 2013 through 2015 under the following conditions:

1. The Park District will use the space on Monday-Friday evenings for (4) regular soccer fields from 5:00 p.m. – 8:00 p.m. during the months of April and May and August through October;
2. The Park District will use the space on Monday-Friday evenings for t-ball fields from 5:00 p.m. – 8:00 p.m. during the month of June and July;
3. The Park District agrees to mow the site and mark the fields, as necessary;
4. The Park District will place two (2) port-a-potties on the site;
5. The Park District will place trash and recycling receptacles on the property;
6. Temporary fencing will be installed behind the goals, as in past years, to prevent soccer balls from crossing Donald Drive as well as a second layer of temporary fencing to provide a walkway between the soccer fields and the parking along Donald Drive;
7. The Park District will encourage parking on the east side of the fields, via signage and parental notification, to minimize the number of vehicles parking on Donald Drive;
8. The Village requires the Park District to notify the participating families that there is no parking in the Green Tree Apartment parking areas and that anyone blocking the entrances to driveways on Donald Drive may be ticketed.
9. The Park District will provide the required waivers and certificates of insurance.
10. Either party may, with or without cause, terminate this Letter of Understanding upon not less than thirty (30) days written notice.

Financial Impact

The Village will see a positive financial impact with the reduction of costs involved in maintaining this area as the Park District will be responsible for its maintenance during its use.

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

Trustee Piwko asked if the Letter of Understanding could include mowing all the way to the back by the trees. Village Manager Johnson said yes. Trustee Piwko asked if the Park District would still mow the property when they are not using it. Village Manager Johnson again replied yes.

Trustee Leopold asked if the Village received any complaints about the parking by the field. Village Manager Johnson stated that with the parking allowed on only one side of the street, the Village hasn't received any complaints in recent years.

Mayor Sass asked if the Committee had any additional 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 to enter into a Letter of Understanding with the Huntley Park District for the use of Village owned property on Donald Drive for the 2013 – 2015 Athletic Activity Season modifying condition #3 as presented to read the Park District agrees to mow all the way to the back of the site and mark the fields, as necessary.

d) Discussion – Conceptual Review of a Proposed Site Plan and Elevations for a Gasoline
04.18.13 COW Minutes

Station on the 1.43 acre site at 11011 Route 47 and referral into the Formal Development Review Process

Mayor Sass reported that KR Convenience Stores is proposing to develop the approximately 1.43-acre former Marlowe Feed site as a Shell gasoline station and convenience store. Mayor Sass stressed that this was a very preliminary review of the proposed plan.

Village Manager Johnson also stressed that the plan being presented is a very early concept plan. He reported that staff had met with the petitioner on several occasions and is now looking for policy direction from the Village Board before proceeding with the petitioner for a more in-depth plan.

Director of Development Services Charlie Nordman gave a presentation outlining the proposed concept plan which showed that the proposed site plan includes a single-story, 3,520 square foot convenience store, eight-pump automobile fuel canopy and two-pump truck fuel station. A dumpster enclosure is shown near the southeast corner of the retail building. The petitioner would be required to ensure the design includes masonry to match the building and solid metal gates. A six (6') foot wide sidewalk and eleven (11) 9'x 19' parking stalls (including the required accessible space/loading area) are shown on the plan which is three (3) less parking spaces than required.

The Tudor-style building includes a multi-peaked cross-gabled, architectural shingled roof with half-timbered and shingled gable end treatments. The building exterior includes contrasting and complementary brick styles and sizes serving to provide depth and definition to the structure. The gas pump canopies have not yet been designed, but would need to match the Tudor design of the principal building.

The landscape plan includes plantings within the required ten (10') foot wide landscape buffer along the sides, rear and frontage of the site. The proposed stormwater detention area, located at the west (rear) corner of the site, must meet the Kane County Stormwater Ordinance including the required native and emergent plantings associated with that portion of the site as part of the overall site landscaping.

Access to the site is proposed via two (2) right-in/right-out driveways on Route 47 with potential cross-access to the adjacent properties located to the north. The proposed right-in/right-out access points on Route 47 will require approval from the Illinois Department of Transportation. The future cross-access with the properties to the north would provide the gas station with a Route 47 full access at Borden Street. Staff has prepared two conceptual site plans to illustrate how future cross-access could function when northern properties are developed.

Staff Analysis

The subject tract is currently zoned B-3 Shopping Center Business District. Gasoline Stations are a "special use" in both the B-3 district and B-2 Highway Service District, however, the minimum lot area is 80,000 square feet in the B-3 district and 5,000 square feet in the B-2 district. Therefore, Staff recommends re-zoning of the approximately 65,158 square foot parcel to B-2 Highway Service in concert with the special use permit for a Gasoline Service Station should the petition move forward in the development review process.

Preliminary Traffic Analysis

The Village's traffic consultant provided the following preliminary analysis of the trips generated by the proposed convenience store/gasoline service station use:

- Estimated Daily Traffic (Weekday): 8,680 trips (4,340 vehicles entering/4,340 vehicles exiting the site)
- Estimated AM Peak Hour Traffic: 265 trips (132.5 entering/132.5 exiting)
- Estimated PM Peak Hour Traffic: 305 trips (152.5 entering/152.5 exiting)

The traffic information is based on the Institute of Transportation Engineers (ITE) trip generation rates with a “trip” denoting a vehicle entering the site with the same vehicle exiting the site representing another “trip”. Please note that not all of these trips would be “new” to the adjacent Route 47. As pointed out by the Village traffic engineering consultant, research shows that for a gasoline service station use as much as 85% of the trips generated were already traveling on the adjacent roadway. Simply stated, the vehicles utilizing the site typically are on their way to or from another location (i.e. work, home, school, etc.). Therefore, the impact to the Route 47/Main intersection and surrounding roadways/intersections may not be as significant as the traffic numbers may initially suggest.

Should the petition continue in the development review process, the petitioner will be required to submit a formal traffic study.

Required Approvals

In addition to the zoning change, the following review and approvals would be required from the Plan Commission and Village Board:

- Special Use Permits for a Gasoline Station
- Site Plan Review, including any required relief

Financial Impact

The petitioner estimates the proposed project would generate yearly revenue of approximately \$1,200,000 from the convenience store and \$7,000,000 in gasoline sales.

Following a power point presentation Director Nordman reported the petitioner and consultants were in attendance to answer any questions.

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

Trustee Fender asked how the size of this gas station compares to other stations already in Huntley and is the size conducive to trucks pulling in and servicing the station. Mr. Erik Eriksson of Eriksson Architecture representing the petitioner replied that the size of the overall site plan can vary with each station however will be able to accommodate truck traffic. Mr. Eriksson stated that the site proposed is fully capable for a full semi to enter the site.

Director Nordman stated that the site does meet code provisions regarding size. He asked Mr. Eriksson what is the average size for a gas station site. Mr. Eriksson replied that a site can be anywhere from a quarter of an acre to 25 acres. The proposed station would be considered a light to medium light truck facility.

Trustee Hahn also questioned if there was sufficient room for the tanker trucks to come onto the site to fill the tanks. Mr. Eriksson pointed out on the site plan exhibit how the fuel trucks would maneuver within the lot.

Trustee Leopold commented that he does not want to see excessive outside storage around the station.

He stated that he understands that some items need to be outside; however, would like to see them under a roof. Mr. Eriksson replied a small amount of items are being considered for outside storage such as the usual propane tanks and ice machines.

Mr. Eriksson continued stating that the triangle to the south of the property is owned by IDOT. The petitioner is currently working with IDOT regarding property maintenance.

Trustee Leopold stated he would like to make sure no contracting of fleet trucks, such as Dean's, would take place due to the increase of truck volume using the site. Trustee Leopold added that he would like to see denser landscaping especially to buffer the railroad tracks. Mr. Eriksson replied that landscaping was included on the plan. Trustee Leopold stated he felt that there was not enough. Trustee Leopold concluded that he couldn't envision many uses for the property and overall was in favor of the concept plan.

Trustee Piwko stated that having a station on the west side of Route 47 would be a positive addition to the corridor. Trustee Piwko suggested designing the building more like the Marlowe Feed building that was previously on the site. Trustee Piwko requested the petitioner work with the property owners on Borden Street for a frontage road access to the site. Trustee Piwko also agreed with Trustee Leopold in needing additional landscaping.

Trustee Fender stated her biggest obstacle was the right in right out access. She agreed with Trustee Piwko in needing a frontage road access to Borden Street to allow a left turn onto Route 47 to head north. Trustee Hahn stated he would like to see a dedicated true access point for trucks. Trustee Hahn stated he was in favor overall of a gas station, but the overall plan needs to be considered.

Trustee Hanson asked Staff if IDOT would provide for two right in right out access points or would there be an issue with the southern access point being so close to the railroad tracks. Village Manager Johnson stated that staff has concerns with an access point so close to the railroad tracks and that only one access point may be allowed. This is something that needs to be discussed with IDOT and the petitioner. Mr. Eriksson stated that the site already has two access points and feels it shouldn't be an issue.

Trustee Hanson stated that if a professional building were on that site, the two access points would not be so much of an issue. He stated that if IDOT allowed the two access points, he would be in favor of the gas station. Mr. Eriksson stated that if only one access point was allowed, it could jeopardize the project.

Trustee Kanakaris stated he was in favor of the gas station but not the truck island. Mayor Sass inquired about parking. Mr. Eriksson stated that the site is large enough to accommodate additional parking and would be included on future drawings. Mayor Sass expressed concerns about safety with the site being so close to the railroad tracks and would also like to see a different layout for the canopy. There was an overall consensus of the Board to have the gas station look similar to the Marlowe Feed building as suggested by Trustee Piwko.

Mayor Sass asked if the Committee had any additional questions or concerns; there were none. Mayor Sass thanked the Committee for their input and directed Staff to move forward with the petition.

Village Manager Johnson thanked the Committee for their input and policy direction.

It was the consensus of the Committee of the Whole to refer the project to the Plan Commission to begin the formal development review process.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass reported the Village of Huntley overall did well during the recent flooding. Vine Street by the Grafton Township offices was closed, but all other streets withstood the excessive rain. The Mayor also reported that as a precaution, Public Works will be staffed throughout the night to monitor the pumps.

Trustee Leopold asked if any houses were impacted by the floods. Village Manager Johnson stated basements only. Trustee Leopold asked if the Village had sandbags to offer residents if needed. Village Manager Johnson said yes.

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 7:42 p.m.

MOTION: Trustee Fender

SECOND: Trustee Hanson

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahan
Village Clerk