

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
June 20, 2013  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, June 20, 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 Ronda Goldman, Nick Hanson, 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 Mike Coppedge.

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

**PUBLIC COMMENT:**

T. L. Conley, P.O. Box 576, Huntley, IL asked about the status of a clock in the Square and about the status of the two properties purchased by the Village. Mr. Conley also distributed a photo to the Board of the property that was once a hotel.

Mack Titus, 12156 White Tail, Huntley, IL asked what the Village's intentions were for the three (3) properties recently purchased in the downtown TIF district.

Mayor Sass reported that adding a clock in the town square is currently being discussed as part of the downtown revitalization plans with Houseal Lavigne. Mayor Sass also reported that there has been no decision regarding the other properties but that an item on this agenda will be looking for policy direction from the Board regarding the preparation of a Request for Proposals (RFP) for the Rehabilitation and re-use of the building at 11801 E. Main Street.

Samuel Franzmann, 123 N. Washington, Batavia, IL stated that he was a small business owner that would like to establish a company that would help dying individuals have a better quality of life and because of SB0001, which is on Governor Quinn's desk, is looking for cities to enter into business with him and become a medical marijuana cultivation center.

**ITEMS FOR DISCUSSION:**

- a) Discussion – Consideration of the June 6, 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 June 6, 2013 Committee of the Whole Meeting Minutes.***

- b) Discussion – Consideration of the June 27, 2013 Bill List in the amount of \$1,879,729.43

Mayor Sass reported that \$1,626,631.62 or (87%) of the total Bill List is attributed to the purchase of a new Ford Truck and JD Wheel Loader for Public Works, SSA Property Taxes, TIF Sales Tax, and the Sales Tax Rebate to Viking – TDC Huntley, LLC.

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 June 27, 2013 Bill List in the amount of \$1,879,729.43.***

- c) Discussion – Consideration of a Resolution Authorizing the Execution of an Intergovernmental Agreement between Grafton Township and the Village of Huntley for Senior Transportation Service

Mayor Sass reported that the Village of Huntley is in receipt of a request from Grafton Township to enter into an Intergovernmental Agreement (IGA) to provide transportation for senior citizens in Rutland and Hampshire Townships within the Village of Huntley.

The terms of the IGA are summarized as follows:

1. Grafton Township will provide the transportation service to the senior citizens of Rutland and Hampshire Townships within the boundaries of the Village of Huntley under the Township's existing senior transportation program subject to all of the rules, regulations, policies and laws of the program.
2. The Village of Huntley will pay Grafton Township on or before July 1, 2013 a sum of \$10,000.00.
3. The term of the IGA shall be for a period of one (1) year and may be renewed by either party for an additional one (1) year term upon written notice received sixty (60) days prior to the expiration of the current term.
4. Grafton Township shall provide the Village of Huntley with a rider activity report every month illustrating ridership trip volumes.
5. Either party may, with or without cause, terminate the IGA upon not less than thirty (30) days written notice. If the Township terminates the IGA without cause, Grafton shall reimburse the Village of Huntley on a pro rata basis for costs associated with the length of time that remained under the term of the IGA.

**Staff Analysis**

Staff has reviewed rider activity reports received from Grafton. Based on the information provided on Grafton Township's fiscal calendars reports, in 2011 there were 2,142 Non-Grafton riders and 1,074 in 2012. Overall rider activity was 4,112 in 2011 and 4,162 in 2012. Non-Grafton ridership revenue was \$2,412 in 2011 and \$2,871 in 2012. Overall total ridership revenue was \$4,869.00 in 2011 and \$4,991 in 2012. The \$10,000 amount is the same as the 2012 IGA.

**Financial Impact**

\$10,000 is included in the FY2013 Budget General Fund 01-10-2-6355.

**Legal Analysis**

The Agreement has been reviewed by the Village Attorney. All is in order for Village Board consideration at this time.

Mayor Sass reported that Grafton Township Supervisor Jim Kerns 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 a Resolution authorizing the execution of an Intergovernmental Agreement between Grafton Township and the Village of Huntley for Senior Transportation Service.***

- d) Discussion – Consideration of an Ordinance Approving a Special Use Permit to operate an Indoor Recreation Facility within the “M” Manufacturing-zoned property at 11131 Kiley Drive

Director of Development Services Charles Nordman reported that Tim Essig, owner of the property at 11131 Kiley Drive and coach with the Monster Track Club has applied to the Village of Huntley for a Special Use Permit for Indoor Recreation within the “M” Manufacturing zoning district in the Kiley Drive Industrial Park.

Monster Track Club is a USA Track and Field (USATF) sponsored track club needing an indoor facility to accommodate year-round training. The Club emphasizes the pole vault, high jump and skill training in those disciplines for student athletes between fifth grade and college-age. The Club has between 30 to 40 athletes currently registered.

The number of athletes training within the 14,400 square foot facility at any one time will be restricted to approximately twenty (20) to provide adequate guidance and supervision. All coaches are specialists in the athletic disciplines (i.e. pole vault and/or high jump), USATF-certified and subject to background checks. The athletes are generally from the area with many not old enough to be licensed drivers; therefore, most will be dropped-off/picked-up by parents thereby reducing the number of parking spaces required.

The Club hours will be Sunday noon to 4 p.m.; Monday through Thursday 5:30 p.m. to 8:30 p.m. with private training scheduled by appointment.

#### Staff Analysis

A special use permit is required for Indoor Recreation within the “M” Manufacturing District.

The subject site has eighteen (18) parking spaces, including two (2) accessible spaces. Per Section 156.106 of the Zoning Ordinance, the minimum required parking for Commercial Recreation is 0.3 parking spaces per person of design capacity. Therefore, given that the maximum number of athletes/trainers is to be no greater than forty (40) at any one time (if every registered athlete is in the building), the proposed use will require twelve (12) parking spaces or six (6) less parking stalls than the number provided on site. However, the majority of club hours are at times when other businesses are closed, thereby minimizing impact on parking.

#### Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on June 10, 2013. No one offered testimony in opposition to the request. The Plan Commission unanimously recommended approval by a vote of 7-0, subject to the following conditions:

1. The petitioner shall obtain a certificate of occupancy from the Development Services Department prior to occupying the tenant space.
2. No signage is approved as part of the Special Use Permit.

Director Nordman reported that Mr. Essig was in attendance to answer questions.

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

Trustee Leopold asked about a Discus/Shot Put location. Mr. Essig reported that it will take place inside in an area that is surrounded by netting for the protection of others.

Trustee Piwko asked if this was a private club or could anyone use the facility. Mr. Essig reported that it is a private club with the only individuals being able to use the facility are members of USATF.

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 Approving a Special Use Permit to operate an Indoor Recreation Facility within the "M" Manufacturing-zoned property at 11131 Kiley Drive.***

- e) Discussion – Consideration of an Ordinance Approving (i) Final Plat of Subdivision; (ii) Site Plan Review; and (iii) Special Use Permit for Recreational Vehicle Sales to accommodate the facility expansion at 14000 Automall Drive

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that General RV, which sells recreational vehicles ranging from small pop-up campers to large motor homes, is proposing an expansion of the existing recreational sales/service facility to include the approximately 4.57 acre tract to the north of the existing facility. The proposed expansion includes a 13,240 square foot, 10-bay recreational vehicle service building including office space and restrooms. The proposed building would be constructed of precast concrete panels to match the existing building. The proposed site plan provides 42 standard parking stalls and 92 parking stalls for recreational vehicles. Two access points are proposed off Automall Drive.

The site is zoned C-2 Regional Retail, requiring approval of a Special Use Permit for recreational vehicle sales and service similar to the original General RV site. Additionally, Site Plan Review approval is required for all property within the Planned Development District and a Plat of Consolidation is required to accommodate the resulting 12.118 acre lot.

#### Plat of Consolidation

The petitioner is required to consolidate Lots 2 and 3 from the Final Plat of Resubdivision for Huntley Automall Resubdivision No. 2, approved by the Village Board on September 9, 2010, which will result in a General RV site with an overall size of 12.118 acres.

The proposed plat of resubdivision requires the following relief:

1. The proposed Plat of Consolidation includes a total of 12.118-acres, thereby requiring relief of 2.882 acres from the fifteen (15) acre minimum required in the C-2 Regional Retail District.

Similar relief was previously approved by the Village Board for the initial General RV site as well as for the re-subdivisions that created the lots for the Ford and former Chevrolet dealerships.

#### Site Plan Review

The proposed site plan for the 4.57 acre General RV expansion site includes a 13,240 square foot maintenance facility and customer/employee parking for 42 vehicles, including two (2) accessible spaces and an additional 92 parking stalls for recreational vehicles. Stormwater detention for the expanded site is provided within existing detention basins designed to serve the entire Automall development.

The proposed site plan requires the following elements of relief:

1. The proposed parking area/drive aisle setback from the proposed service building is twelve (12') feet, thereby requiring eight (8') feet relief from the 20-foot minimum setback required in the C-2 Regional Retail District.
2. Per Huntley Zoning Ordinance Section 156.106 (C)(7) parking areas are to be bordered by a 6 inch curb, therefore, relief is required for the proposed uncurbed portion of RV storage/display area. Staff notes, the customer/employee parking spaces adjacent to Automall Drive will be bordered by a 6 inch curb. Similar relief was approved for the RV storage/display area when the original General RV site was developed.
3. The Regional Retail C-2 Zoning District requires 4 spaces per 1,000 square feet of gross building area and 2 spaces per service bay. As proposed, the new building includes an office, break room and restroom area of 925 square feet requiring four (4) spaces and ten (10) service bays, requiring 20 spaces. Therefore, a total of 24 additional parking spaces are required on the site.

The original site was required to provide 101 spaces; however, relief was granted to allow 58 parking spaces. Village staff notes that employees have been parking on Automall Drive due to the limited number of parking spaces provided on the existing site. The expanded customer/employee parking lot will result in a total of 80 parking spaces for the overall site (20 spaces from the original site will be lost, resulting in a net gain of 22 parking spaces for the overall site); therefore still requiring relief to provide 45 fewer parking spaces for the overall site than required by ordinance.

The petitioner has confirmed the number of proposed total parking spaces will be sufficient to serve the employee and customer parking and alleviate the need for any street parking on Automall Drive.

4. Section 156.079(J)(3) of the Zoning Ordinance does not permit fences to be installed within the front yard setback. The petitioner is requesting relief to install a 5 foot tall ornamental steel fence within the 50 foot front yard setback. The proposed ornamental fencing will enclose the service building, associated parking and RV storage area along with the board-on-board fence at the rear, east portion of the site. Similar relief was accommodated with the original RV facility to allow a fence within the front yard setback.

#### *Building Façade*

Similar to the main General RV facility, the proposed 10-bay service building will be constructed of

precast concrete panels with a 36 inch high brick formliner at the base of the west elevation and portions of the north and south, elevations (A brick formliner is a mold that is used when forming the precast walls to give the impression of brick). The building includes five (5) overhead doors on each of the north and south elevations, as well as a service door and aluminum framed window on the southern elevation. The two (2) roof-mounted equipment locations will include integrated screening devices surrounding each piece of the equipment.

### *Landscaping*

Similarly to the initial RV dealership site, the petitioner has prepared a landscape plan that provides trees around the perimeter of the site and parking lot screening adjacent to Automall Drive.

In addition to the landscape screening, the petitioner is proposing the use of two (2) types of fencing to enclose the proposed maintenance building, associated parking and RV storage area. Proposed fencing includes the following:

1. A 5 foot tall ornamental steel fence adjacent to Automall Drive, along the north and east sides of the property to the six (6') foot tall board-on-board fence which begins just north of the propane tank location on the east side of the expansion site and extends south to the board-on-board fence along the east perimeter of the General RV existing site.

### *Lighting*

Lighting for the proposed expansion includes pole and wall mounted fixtures matching the existing General RV facility to illuminate the customer/employee parking areas and RV storage area with a combination of 25-foot tall pole mounted fixtures and 20-foot high mounted wall fixtures. The photometric plan for the site indicates a 2.3 average footcandle for the site which exceeds the minimum of 1.0 footcandle minimum required under by the lighting standards.

### *Signage*

Signs for the proposed General RV expansion site are limited to stop signs, accessible parking signage and "do not enter" signs restricting one-way traffic circulation through the site.

### Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request at a public hearing on June 10, 2013. No one offered testimony in opposition to the request. The Plan Commission unanimously recommended approval by a vote of 7-0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through "retention" and design of multi stage outlet structures.
4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. In accordance with Section 155.221(A)(6) of the Subdivision Ordinance, the developer shall record the plat of consolidation with the Recorder of Kane County within three months of

approval by the Village Board.

7. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
8. Employees shall not park on Automall Drive; Employee parking shall be accommodated on the General RV site.
9. No building plans or permits are approved as part of this submittal.
10. No sign permits are approved as part of this submittal.

Plan Commission added the following conditions:

11. Petitioner shall convert RV storage parking spaces to customer/employee if parking is found to be insufficient in the future.
12. Consider decorative aluminum fence extending from the existing board-on-board fence in lieu of extending the board-on-board fence on the east side of the property.

### Financial Impact

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

Director Nordman reported that Keith Lessner from General RV and Architect Mike Long were in attendance to answer questions.

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

Trustee Hanson noted the west elevation and requested that faux windows be added. Trustees Leopold and Piwko agreed. Mr. Long stated that they will add something to match the existing windows. Trustee Hanson suggested the possible use of transom windows.

Trustee Westberg asked why the one area had no curb; Mr. Long replied they are designed for the natural flow of water runoff.

Trustee Kanakaris suggested that more landscaping be added; Mr. Long agreed and stated that they will re-do the landscape plan to provide additional plantings.

Trustee Goldman stated that she would prefer an ornamental fence over the board-on-board fence; Mr. Lessner agreed.

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 for a (i) Final Plat of Subdivision; (ii) Site Plan Review; and (iii) Special Use Permit for Recreational Vehicle Sales to accommodate the facility expansion at 14000 Automall Drive.***

- f) Discussion – Consideration of an Ordinance approving a request for (i) Preliminary Plat of Subdivision; (ii) Map Amendment to rezone the proposed Lot 1 from C-2 Regional Retail to BP Business Park; (iii) Special Use Permits for Independent Living and Nursing Home; and (iv) Site Plan Review, including any necessary relief, pursuant to the requirements of Village of Huntley Ordinance (O) 1999.08.12.04 which established the Regency Square Development Guidelines / Alden Realty Services, Inc., as contractor purchaser, and Standard Bank and Trust Company Trust No. 17383, as owner

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the Alden Network is proposing to develop a senior living campus on approximately 14.6 acres within Regency Square at the northwest corner of Regency Parkway and Princeton Drive. Alden has been in existence for more than 40 years and currently operates 44 facilities throughout northeastern Illinois and southeastern Wisconsin. Alden’s proposed campus will include 91 units of independent senior living, a 110 bed skilled nursing/rehab facility, and a 60 bed memory care facility. This is an increase of 20 units/beds from Alden’s conceptual plans that were presented to the Committee of the Whole on January 17, 2013 (10 beds were added to the Memory Care and 10 beds were added to the Skilled Nursing/Rehabilitation facility)

An Annexation Agreement approved in 1998 and the Regency Square Development Guidelines regulate the Regency Square development. The Guidelines provide regulations for site planning, building design, landscaping and signage for development within Regency Square. The Guidelines were established as a substitute for the general regulations set forth in the Village of Huntley’s Zoning Ordinance.

*Required Approvals*

The following review and approvals are required from the Plan Commission and Village Board for the proposed development of the 14.6-acre site:

- Preliminary Plat of Subdivision for a three lot subdivision
- Map Amendment to rezone Lot 1 from C-2 Retail Commercial to BP Business Park
- Special Use Permit to allow Independent Living Facility on Lot 1
- Special Use Permits for Nursing Home (Memory Care and Skilled Nursing Rehabilitation Facility) on Lot 2
- Site Plan Review, including necessary relief. (No development plans are proposed for Lot 3. Lot 3 will require Site Plan Review when a specific development plan is proposed for the Lot).

Additionally, the proposed development requires an amendment to the Annexation Agreement that originally annexed and zoned the Regency Square Development in 1998. Specifically, an amendment is required to Exhibit C of the Annexation Agreement and Regency Square Development Guidelines to add “Independent Living Facility” as a Special Use in the BP Business Park zoning district. The requested amendment to the Annexation Agreement is being considered as a separate agenda item.

Staff Analysis

*Preliminary Plat of Subdivision*

The proposed Preliminary Plat of Subdivision will subdivide approximately 14.6 acres into three lots. Easements are proposed on the Preliminary Plat to accommodate the necessary utilities, stormwater management, and cross-access between Lots 1 and 2. The proposed cross-access will allow Lot 1 (Independent Living) and Lot 2 (Skilled Nursing/Rehabilitation and Memory Care) to share a main entrance on Regency Parkway.

The following tables provide a further comparison of the proposed and zoning requirements for each lot:

*Lot 1 (Independent Living) - BP Business Park*

|           | Code Requirement | Proposed                | Relief Required |
|-----------|------------------|-------------------------|-----------------|
| Lot Area  | Min. 1 acre      | 5.439 acres             | None            |
| Lot Width | Min. 100 feet    | 114.84 feet (at street) | None            |

*Lot 2(Skilled Nursing/Rehabilitation and Memory Care): C-2 Regional Retail*

|           | Code Requirement | Proposed    | Relief Required |
|-----------|------------------|-------------|-----------------|
| Lot Area  | Min. 1 acre      | 7.380 acres | None            |
| Lot Width | Min. 100 feet    | 540.58 feet | None            |

*Lot 3 (Vacant): C-2 Regional Retail*

|           | Code Requirement | Proposed    | Relief Required |
|-----------|------------------|-------------|-----------------|
| Lot Area  | Min. 1 acre      | 1.846 acres | None            |
| Lot Width | Min. 100 feet    | 252.45 feet | None            |

Following the Village Board approving the Preliminary Plat of Subdivision, the petitioner will be required to present a Final Plat of Subdivision for approval prior to developing the site. In accordance with the Zoning Ordinance, the Final Plat of Subdivision must be approved within one year of the Village Board approving the Preliminary Plat, unless the Village Board grants an extension. Due to the length of time Alden anticipates it will take to proceed through the necessary Certificate of Need process with the Illinois Health Facilities and Services Review Board and financing, they are requesting that the Preliminary Plat of Subdivision be valid for two years. Alden optimistically anticipates the start of construction in late summer 2014; however, it could be as late as spring 2015.

*Annexation Agreement Amendment, Map Amendment and Special Use Permits*

The proposed Map Amendment will rezone the proposed Lot 1 from C-2 Regional Retail to BP Business Park (see graphic on following page). Lots 2 and 3 will remain zoned as C-2 which accommodates Skilled Nursing/Rehabilitation and Memory Care as a Special Use (Skilled Nursing/Rehabilitation and Memory Care facilities fall under the definition of Nursing Home).

The proposed amendment to the Annexation Agreement would add “Independent Living Facility” as a Special Use in the BP Business Park for only the Regency Square development, which if approved, would accommodate a Special Use Permit for Alden’s 91-unit independent living building and villas. The intent is to limit future requests for independent living, if any, to the BP zoned portion of Regency Square rather than the remaining commercially zoned parcels.

*Site Plan Review*

The proposed site plan includes six buildings totaling 204,500 square feet. This includes a 1-story memory care facility (60 beds), 3-story skilled nursing/rehab facility (110 beds), 3-story independent senior living building (76 units), and three buildings of single story villas for independent senior living (15 units). The total number of units/beds for the campus is 261.

The 3-story independent living building will include 62 one-bedroom units and 14 two-bedroom units. The independent living villas will include nine one-bedroom units and six two-bedroom units. The skilled nursing/rehabilitation building will have a mix of one and two beds per room for a total of 110 beds for the facility. The memory care building will also have a mix of one and two beds per room for a total of 60 beds for the facility.

The main entrance to the campus is proposed on Regency Parkway and a secondary access is proposed on Princeton Drive. The front entrance to the buildings will front Regency Parkway or the inner courtyard of the campus.

*Parking and Traffic*

Parking for the campus will be provided entirely on surface parking lots with 245 spaces proposed on the site. The Regency Square Development Guidelines require age restricted congregate living, assisted living, long-term care facilities and/or nursing homes to provide one parking space per unit/bed;

therefore, 261 parking spaces are required for the campus.

*Required Parking*

|       | Required Parking | Proposed Parking | Relief Required        |
|-------|------------------|------------------|------------------------|
| Lot 1 | 91               | 98               | Exceeds by 7 spaces    |
| Lot 2 | 170              | 147              | Deficient 23 spaces    |
| Lot 3 | Undeveloped      | --               | --                     |
| Total | 261              | 245              | Deficient by 16 spaces |

The petitioner has cited their past developments for providing less parking than required by the Regency Square Guidelines. The petitioner notes that Lot 2 will have 147 parking spaces for 170 beds/units for a ratio of 85%. They further explain that their most recent skilled nursing facility has an 80% ratio. While this is less than the one-to-one ratio required by the Guidelines, they believe it is ample for employees and visitors. At their peak shift, both facilities will have a total of 75 employees. This leaves 79 spaces during the shift for visitors (which include the seven extra spaces on Lot 1). The petitioner has stated that 17 years of experience with affordable independent senior living communities has shown that a maximum of 75% of their residents will own cars and that a one-to-one parking to apartment ratio has been more than sufficient for all of their independent living developments.

As part of the development application, the petitioner hired a Transportation Planner to prepare a Traffic Analysis for the surrounding road network. The analysis concluded that the proposed development would likely have limited impact on the area transportation network. The Village’s transportation consultant reviewed the petitioner’s traffic analysis and agreed with the outcome of the analysis.

*Building Elevations*

The campus will include a total of six buildings. Lot 1 will include a 3-story independent living building and three buildings of independent living villas, with each villa containing five units. Lot 2 will include a 3-story skilled nursing/rehabilitation building and a 1-story memory care building. The campus’ buildings will all utilize the same style and color of brick and stone. Each building will also utilize cement siding; however, the color will vary by building. A full sample board was presented at the Plan Commission meeting on June 10 and will be presented at the Committee of the Whole meeting.

All roof mounted mechanical units will be screened within a mansard roof system. Trash enclosures and ground mounted mechanical equipment will be screened by enclosures constructed of face brick to match the buildings and would include metal frame gates covered with cement siding.

*Landscaping and Lighting*

A comprehensive landscape plan has been prepared for the campus that conforms to the landscape requirements of the Regency Square Development Guidelines. The plan includes the use of site amenities such as pergolas, gazebos, benches, and aquatic features.

The parking lots will be illuminated with Sternberg brand Prairie Series, which is similar in style to the fixture used at Village Hall. Louver optics are proposed for the fixtures to help eliminate potential glare.

*Signage*

The proposed sign package for the campus includes the use of monument signage that will flank the main entrance on Regency Parkway. An additional monument sign will be located at the intersection of Regency Parkway and Princeton Drive. The monument signs will be constructed of face brick to match the buildings and will include decorative aluminum fencing. Each sign will include an “Alden of Huntley” sign face measuring 100 square feet in area.

Additional signage is proposed to flank the Princeton Drive entrance to the campus. These signs will also be constructed of face brick to match the buildings. The signs will have an overall height of 5 feet and will include a 21 square foot wood sign.

A monument sign internal to the site will also be located on Lot 1 for the independent living buildings. The sign will measure 5'-8" in height and 11 feet in width.

*Requested Relief*

1. The Regency Square Guidelines limits the height of buildings in the C-2 zoning district to 2-stories/ 35 feet (Site Developments Smaller than 15 acres). Relief must be reviewed and approved by the Plan Commission and Village Board for the proposed height of the Skilled Nursing/Rehabilitation facility, which is 3-stories/38'-6".
2. The Regency Square Development Guidelines requires one parking space per bed/unit (this is intended to provide ample parking for employees and visitors). Lot 2 has a total of 170 units/beds, therefore requiring 170 parking spaces. A total of 147 parking spaces are proposed on Lot 2 (deficient by 23 spaces), which shall require relief to be reviewed and approved by the Plan Commission and Village Board.

*Alden's Explanation: Lot 2 will have 147 parking spaces for 170 beds/units for a ratio of roughly 85%. Alden's most recent skilled nursing facility has an 80% ratio. While this is less than the one to one ratio required by the Village, Alden believes that it is ample for employees and visitors. At their peak shift, both facilities will have a total of 75 employees. This leaves 79 spaces during this shift for visitors (which include the seven extra spaces on Lot 1). As for Lot 1, Alden's 17 years of experience with affordable independent living communities has shown that a maximum of 75% of residents will own cars. A one-to-one parking to apartment ratio has been more than sufficient for all of Alden's independent living developments.*

3. The Regency Square Development Guidelines require a 10-foot parking/drive setback between rear and side lot lines. The north setback on Lot 1 is 5 feet and the east setback is 0 feet; therefore, requiring relief to be review and approved by the Plan Commission and Village Board.

*Alden's Explanation: Lot 3 (located to the east of Lot 1) will be owned by a related Alden entity.*

4. In accordance with the Regency Square Development Guidelines, the BP district requires a minimum building-to-building setback of 35 feet. The setback between the Villas is between 17 to 20 feet, therefore requiring review and approval by the Plan Commission and Village Board.
5. In accordance with the Regency Square Guidelines, curb cuts for divided driveways shall not exceed 35 feet in width. Medians in divided driveways shall be a minimum of 10 feet in width and shall contain landscape plantings. The proposed curb cut on Regency Parkway and Princeton Drive both exceed 35 feet in width, therefore requiring review and approval of relief by the Plan Commission and Village Board.

*Alden's Explanation: The additional width is needed to accommodate fire trucks and the landscaped median.*

6. The proposed signage differs from the template provided in the Regency Square Guidelines, therefore requiring relief to be reviewed and approved by the Plan Commission and Village

Board. Specifically, one sign is allowed per lot and is limited to 6'-8" in height and 21 square feet of sign copy area. Alden is required relief to allow two signs on Lot 1 and four signs on Lot 2. Additionally, relief is required to allow the signs to differ from the Regency Square monument sign template and exceed the maximum permitted sign area and height. Signs flanking the campus' main entrance and at the corner of Princeton Drive/Regency Parkway will each measure 100 square feet in area and will have an overall height of approximately 12 feet. The three remaining signs (a sign for independent living on Lot 1 and signs flanking the Princeton Drive entrance) conform to the allowed height and area, but do not match the Regency Square sign template.

7. Preliminary plat approval shall be effective for a maximum period of 12 months following Village Board approval unless, upon application of the developer, the Village Board grants an extension. The final plat must be approved by the Village Board and recorded within this same one-year time limit. Should the final plat not be approved and recorded within one year of the preliminary plat, the preliminary plat must again be submitted for approval. Alden is requesting the Preliminary Plat to be valid for a period of two years.

*Alden's Explanation: Due to the length of time Alden anticipates it will take to proceed through the necessary Certificate of Need process with the Illinois Health Facilities and Services Review Board and financing, they are requesting that the Preliminary Plat of Subdivision is valid for two years. Alden optimistically anticipates the start of construction in late summer 2014; however, it could be as late as spring 2015.*

#### Village Board Concept Review

The Village Board reviewed the conceptual plans on January 17, 2013, and referred it to the Plan Commission to begin the formal development review and approval process pending submittal of a Regency Square master plan and comprehensive stormwater management plan, including additional information regarding wetland mitigation on the underlying Regency Square property.

#### Regency Square Master Plan

Since the January meeting, Village staff and the owner's engineering team have met on several occasions to discuss the work being done to create a comprehensive stormwater management plan for the remaining portions of Regency Square. Most recently the property owner took 88 soil borings on the property to utilize in completing the final plan. The property owner also continues to finalize a master plan for the property. The most recent draft is attached as an exhibit.

#### Plan Commission Recommendation

The Plan Commission reviewed the petition at a public hearing on June 10, 2013. No one offered testimony in opposition to the request. The Plan Commission unanimously recommended approval by a vote of 7-0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department (including that no dirt stock piles be left on the property after final earthwork is completed).
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to

minimize any increase in runoff volume through “retention” and design of multi stage outlet structures.

4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. Preliminary plat approval shall be effective for a period of 24 months following Village Board approval. The final plat must be approved by the Village Board and recorded within this same two-year period.
7. Site Plan Approval shall be valid for a period of two years unless a building permit and construction is begun within that period and thereafter diligently pursued to completion.
8. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
9. No building plans or permits are approved as part of this submittal.
10. No sign permits are approved as part of this submittal.

Plan Commission added the following conditions:

11. The trash enclosures serving the independent living villas shall be better concealed with additional landscaping.
12. An architectural detail shall be added to the independent living villas to help breakup the length of the building’s elevation.

#### Financial Impact

Alden’s development is expected to create approximately 200 jobs and have a multi-million dollar construction value.

#### Legal Analysis

The approval of the Special Use Permit of an Independent Living Facility is conditional on Village Board approval of the requested amendment to the Annexation Agreement which would add “Independent Living Facility” as a Special Use in the BP Business Park zoned portions of Regency Square.

Director Nordman reported that Ms. Randi Schullo and Mr. Rob Kim from Alden were in attendance to answer questions.

Mayor Sass asked if the Committee members had any issues with the variation requests; there were none.

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

Trustee Leopold asked about the types of ownership for the different facilities. Ms. Schullo reported that the skilled nursing facility is an L.L.C and the Independent Living facility was a limited partnership. It was also noted that the skilled nursing facility is a for-profit operation. Trustee Leopold asked which would be built first; Ms. Schullo reported that it is uncertain at this time due to the different approvals from the State.

Trustee Piwko asked about the sidewalk network should a visitor need to park in another area would they be able to safely walk from one building to the next. Mr. Kim reported that they will add sidewalks to ensure safe walking.

Trustee Goldman asked if the property would be golf cart accessible; Village Manager Johnson reported that all of Regency Square is golf cart accessible. Trustee Goldman asked if there would be a bus for the residents; Ms. Schullo reported that the skilled nursing facility will have a bus.

Trustee Westberg asked where the location of the trash enclosure would be for the independent living facility; Mr. Kim reported that it is in the northeast corner. Trustee Westberg asked where employee parking was located; Mr. Kim reported that it will be off Princeton Drive.

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 for Preliminary Plat of Subdivision, Map Amendment to rezone the proposed Lot 1 from C-2 Regional Retail to BP Business Park, Special Use Permits for Independent Living and Nursing Home, and Site Plan Review, including any necessary relief, for Alden Realty Services, Inc. to develop the subject site with a skilled nursing and rehabilitation facility, memory care facility, and independent living community for seniors, age 62 and older.***

- g) Discussion – Consideration of an Ordinance Approving an Amendment to the Buralli, Drendel, Manke Annexation Agreement, Ordinance No. 98-10-22-10

Village Manager David Johnson reported that the amendment to the Buralli, Drendel, Manke Annexation Agreement is being requested in conjunction with an application by Alden Realty Services, Inc. to develop a ±14.6-acre site within Regency Square with a skilled nursing and rehabilitation facility, memory care facility, and independent living community for seniors age 62 and older.

#### Staff Analysis

The proposed amendment will amend Exhibit C of the Annexation Agreement to add “Independent Living Facility” as a Special Use within the BP Business Park zoning district. Subsequently, Alden Realty Services, Inc. has requested approval of a Special Use Permit for an Independent Living Facility as part of their application to develop the ±14.6-acre site at the northwest corner of Regency Parkway and Princeton Drive.

#### Legal Analysis

The Village Attorney has reviewed the proposed amendment and all is in order for Village Board consideration.

Village Manager Johnson reported that a Public Hearing for the Amendment to the Annexation Agreement would take place on Thursday, June 27<sup>th</sup> at 7 p.m.

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 for an Amendment to the Buralli, Drendel, Manke Annexation Agreement, Ordinance No. 98-10-22-10.***

- h) Discussion – Policy Direction Regarding Preparation of a Request for Proposals (RFP) for the Rehabilitation and Re-Use of the Sawyer-Kelly Mill Building at 11801 E. Main St.

Village Manager David Johnson reported that the Village purchased the former Sawyer-Kelley Mill

Building at 11801 E. Main Street in 2012. As the Village continues to move forward with implementation of the Downtown Revitalization Plan, it is necessary to determine the best possible use of the property which is located in the newly established Downtown TIF district.

Staff Analysis

It is common that communities that purchase property within a downtown area go through a Request for Proposal (RFP) process to identify potential development options for the property. The RFP would specify detailed information to be provided by a potential purchaser, including the purchase price, conceptual drawings, and a re-use plan for the building, as well as detailed background information on the qualifications and financial capacity of the entity submitting the RFP. The RFP would include language that would give the Village the option to select the proposal that is most consistent with the vision of the Village or to reject any and all proposals if deemed unsatisfactory and not in line with the Board’s vision for downtown Huntley. If the direction of the Board is to move forward with an RFP process, staff will prepare a document and present to the Board for approval prior to distribution.

Financial Impact

Minimal financial impact would be associated with preparing and distributing a Request for Proposals.

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

***It was the consensus of the Committee of the Whole for Staff to proceed with the preparation of a Request for Proposals (RFP) for the rehabilitation and re-use of the Sawyer-Kelley Mill Building at 11801 E. Main Street.***

- i) Discussion – Consideration of an approval of the Village of Huntley 2013 Street Improvement Program:
  - i. Approval of a Resolution to Appropriate \$300,000 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2013 Street Improvement Program
  - ii. Approval of a Resolution for the Execution of the Construction Contract to the lowest responsible bidder, Plote Construction, Inc., in the amount of \$235,267.55 for the 2013 Street Improvement Program
  - iii. Approval of a Resolution amending the FY2013 Budget for the Water Capital Development Fund

Assistant Village Manager Lisa Armour reported that on June 11, 2013 the Village received bids from four (4) contractors. The results are summarized in the bid tabulation summary table below. Plote was the lowest responsible bidder for the base bid (\$235,267.55). The 2013 program will consist of the rehabilitation of Freeman Road with a 2-inch grind and overlay from the end of the project limits for the Freeman Road work being completed as part of the I-90/Rt. 47 full interchange construction east to the Village limits (approximately ½ mile). The project will also include installation of a 12” watermain stub from the southeast corner of Factory Shops Boulevard to the north right-of-way of Freeman Road for future service to the Stade property, which is currently unincorporated. The estimated cost for the base bid was \$225,293. CBBEL’s not-to-exceed figure for design and construction engineering, approved earlier this year was \$24,600.00, bringing the total project cost based on the low bid to \$259,867.55. Work is anticipated to begin in early August, with the project completed in 12-14 working days.

Bid Tabulation Summary:

| COMPANY | BASE BID | *OPTION #1 BID |
|---------|----------|----------------|
|---------|----------|----------------|

|                                  |              |              |
|----------------------------------|--------------|--------------|
| <i>Engineer's Estimate</i>       | \$225,293.00 | \$260,393.00 |
| PLOTE CONSTRUCTION INC.          | \$235,267.55 | \$269,691.55 |
| CURRAN CONTRACTING CO.           | \$237,684.23 | \$261,428.23 |
| SCHROEDER ASPHALT SERVICES, INC. | \$239,582.15 | \$265,014.15 |
| JOHNSON PAVING CO.               | \$249,796.80 | \$279,791.80 |

\* Included reflective crack control option – based on the condition of the road it is the recommendation to accept the base bid.

Staff Analysis

It is recommended that the Plote Construction Inc., bid in the amount of \$235,267.55 be approved by the Village Board contingent upon IDOT approval of the Motor Fuel Tax (MFT) resolution for the appropriation of funds. The IDOT MFT appropriation is a procedural requirement for the use of MFT funds. By appropriating \$300,000 in MFT funds, any potential Board-approved change orders would be covered by the resolution. It does not mean that amount will be expended. The amount for the watermain stub (\$26,500) will come from the Water Capital Development Fund (20-10-4-6900).

Financial Impact

The FY2013 Budget includes \$275,000 in the MFT line item 42-05-3-6750 for the 2013 Street Improvement Program. A budget amendment for the Water Capital Development Fund will be required to provide for the expenditure for the watermain stub.

| <u>Line Item</u>        | <u>Budget Amount</u> | <u>Increased (Decreased)</u> | <u>Revised Amount</u> |
|-------------------------|----------------------|------------------------------|-----------------------|
| Capital<br>20-10-4-6900 | \$150,000            | \$30,000                     | \$180,000             |

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

Trustee Piwko asked if the project would take place in August; Assistant Village Manager Armour reported that the work would take place in August. Trustee Piwko asked if the project was delayed that it be pushed to after Labor Day.

Trustee Hanson asked why Option #1 was not included in the bid award; Assistant Village Manager Armour reported that after review by the Village Engineer that it was not needed.

Mayor Sass asked if there were any other 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:***

- i. Approval of a Resolution to appropriate \$300,000 in Motor Fuel Tax Funds for Contract Construction for the 2013 Street Improvement Program***
- ii. Approval of a Resolution Executing the Construction Contract to the lowest responsible bidder, Plote Construction, Inc. in the amount of \$235,267.55 for the 2013 Street Program***
- iii. Approval of a Resolution Amending the FY2013 Budget for the Water Capital Development Fund***

- j) Transmittal – Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended December 31, 2012

Village Manager David Johnson reported that the Comprehensive Annual Finance Report (CAFR) for the fiscal year ended December 31, 2012 is here by transmitted to the Village President and Board of Trustees. Representatives from the Village's auditing firm of Sikich Gardner & Co. LLP will present the 2012 CAFR to the Village Board at the June 27<sup>th</sup> Village Board meeting.

Included in the Board's packet is the fiscal year 2012 Village of Huntley Comprehensive Annual Financial Report. The sections identified below will be the focus of the presentation by Village auditor Fred Lantz of Sikich, LLP.

#### Staff Analysis

Two new GASB (Governmental Accounting Standards Board) pronouncements were implemented in the 2012 CAFR. GASB Statement No. 63 and No. 65 are intended to improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government's net position. Certain items that were previously reported as assets and liabilities have been reclassified as inflows and outflows.

A brief narrative below describes information to be focused upon when reviewing the audit summary document:

Page 1 - 2 Independent Auditor's Report: Less than 3/10 of 1% of all government agencies nationwide and only 1 out of 20 in the State of Illinois receive a "clean" unqualified opinion. The Village of Huntley is one of the agencies. The auditor's review of the Village's financial records confirms the information contained in the report is fairly and accurately presented without any misrepresentations or areas of concern.

MD&A4: Table 1; the statement of net assets on this page includes the outstanding TIF debt. There are no assets associated with the TIF debt; therefore, the total net assets shown in this table are not "balanced" nor is it indicative of the Village's financial position.

MD&A5: Table 1a displays the same information *excluding the TIF activity*. The statement of net assets is an indicator of the Village's financial position. Removal of the TIF debt from the net assets truly presents the Village's overall positive financial position.

Page 3: The Village is in a strong financial position with cash and investments totaling over \$31 million dollars at the end of 2012. The Village Board is governing an operation that has assets in excess of \$242 million dollars.

Page 4: The Statement of Activities displays the cost of providing services to our constituents. During 2012, the cost to provide Huntley residents services at current levels was over \$21 million dollars. The change in net assets decreased by \$ 168,517 and is attributable to contributions of capital assets or infrastructure from new development.

Page 5: Total Governmental Funds Liabilities and Fund balance is \$25 million dollars. The fund reserve policy requirement is \$4.2 million. Funds assigned for future operations, capital projects, and the capital transfer are \$1,055,478.

Page 7: Excess of revenues over expenditures displays the resources or cash available to the Village during the year to pay expenses. The General Fund had \$1,243,498 excess revenues over expenditures at the end of 2012. The additional revenues can be primarily attributed to unexpected higher revenues in

building permits and other development related fees.

Page 10: The change in net assets for proprietary funds, water/sewer, are operating at a loss during 2012. However, removal of depreciation from the equation, a non-cash transaction, the water funds realize a gain in operating income totaling \$247,351, and the sewer funds realize a gain in operating income totaling \$476,354. A lower volume of current users versus capacity continues to remain a factor in the plants operational and depreciation costs. The Benefits Fund, an internal service fund, has been established to account for the Village's employee health and life benefits funded by charges to user departments and employee contributions. During 2012 the fund realized net operating income totaling \$284,092.

Page 13: The Village of Huntley Police Pension Fund recognized a net increase of \$660,009. The Police Pension Fund contains \$4.1 million in assets as of 12/31/12. Net investment income realized a \$190,000 gain from 2011.

Page 22: The Village has a strong position in cash and investments. There is little interest risk or exposure to credit risk due to the Village's investment policy requiring collateralization of Village deposits in excess of federal depository insurance. Cash and investment balances are designated and restricted as defined in each fund operation.

Page 26 - 30: Long term debt schedules display principal payments of the TIF, PW Installment Contract, Municipal Complex debt certificates (2008B) and Water/Sewer Fund certificates (2008A) used to pay for the Sewer Interceptor Project during 2012. The Public Works Installment Contract was refinanced in January 2011 with a net interest rate of 1.5%.

Page 43: The Illinois Municipal Retirement Fund was 83.87% funded at the end of 2012. The 2012 employer contribution rate was 10.58% and the 2013 rate is 10.67%.

Page 44: The Police Pension Fund was 46.22% funded at the end of 2012, a commendable ratio for a young fund (established in June, 2001).

Village Manager Johnson reported that Mr. Fred Lantz will be in attendance to review the Audit Report on Thursday, June 27<sup>th</sup>.

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 place the Comprehensive Annual Financial Report on the agenda for presentation and discussion at the June 27, 2013 Village Board meeting.***

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass reported that the Village closed on the Isenhardt property last Friday and the Village will rent it out until a use is decided.

Mayor Sass reported that the pre-construction meeting for the Kreutzer Road extension project is scheduled for Monday June 25<sup>th</sup>.

Mayor Sass reported that mosquito spraying will take place on June 21, weather permitting.

Mayor Sass reported that the proposed McDonald's at Huntley Grove in front of Walmart is scheduled to be on the June 27<sup>th</sup> agenda for concept review and referral into the formal development review process.

Mayor Sass asked Trustee Westberg to give an update on the McCOG meeting. Trustee Westberg reported that Senator Pam Althoff was in attendance and gave an update on what is going on in Springfield.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Trustee Leopold asked that an analysis be prepared of the property tax to be paid by Alden as the non-profit portions of the development may pay little or no property tax.

**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 8:14 p.m.**

**MOTION:** Trustee Piwko

**SECOND:** Trustee Kanakaris

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

Respectfully submitted,

Barbara Read  
Recording Secretary